

Certificate

Standard **ISO 9001:2015**

Certificate Registr. No. 01 100 1615049

Certificate Holder:



ENCOCORP SARL

Shell street
ENCOCORP Headquarters
Dora Sea Side
Lebanon

including the locations according to annex

Scope:

Engineering, Procurement and Construction (EPC)
Head office and all branches according to annex

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

Validity:

The certificate is valid from 2016-03-09 until 2019-03-08.

2016-03-09

TÜV Rheinland Cert GmbH
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Annex to certificate

Standard **ISO 9001:2015**

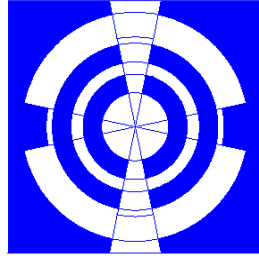
Certificate Registr. No. 01 100 1615049

No.	Location
01 100 1615049/02	ENCOCORP Saudi Lebanese Engineers and Contractors Corps King Abdullah Street, Al Baghdadieh, Bourj Al Tamlik Tower, 6th floor, Jeddah Kingdom of Saudi Arabia
01 100 1615 049/03	ENCOCORP Emirates Beni Yas Street, Khalfan Abdallah Zayed Al Mazroui Building, Abu Dhabi United Arab Emirates
01 100 1615 049/04	ENCOCORP Qatar Al Sed Street, Saad Abdel Aziz El Saad Building, Doha Qatar
01 100 1615 049/05	ENCOCORP Saudi Lebanese Engineers and Contractors Corps Abu Hadriya Highway, ENCOCORP Facility, Al Jubeil Kingdom of Saudi Arabia

2016-03-09


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Encocorp

continued commitment to excellence

QUALITY MANUAL

In conformance with:
ISO 9001 - 2015 Standard

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ENCOCORP QUALITY POLICY & OBJECTIVE

ENCOCORP is a leading Engineering Procurement and Construction services provider for industrial tanks and structures, and Procurement and Construction services provider for industrial process piping and Construction services provider for constructing industrial plants, in the MENA and GCC areas.

ENCOCORP aims to meet and exceed the interested parties' needs and expectations and increase their satisfaction, by implementing International engineering and Construction standards, statutory and ISO 9001:2015 requirements.

ENCOCORP Management is committed to provide all necessary resources (Human, material, financial and plant) to support the implementation of the quality objectives.

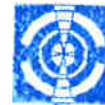
ENCOCORP Management capitalizes on the competencies of his human capital, and is determined to provide the necessary support to enhance their performance and efficiency, as the most important asset of the Organization.

Every process owner in **ENCOCORP** must enhance the efficiency of the process under his responsibility and strive improvement opportunities that eradicate non-conformances upfront rather than learning from the teaching of their occurrence.

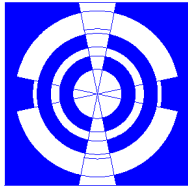
ENCOCORP authorizes its personnel to **"STOP ANY WORK ACTIVITY"** that is not in compliance with the Quality Management system requirements of that activity.

Garo Dermosessian

Managing Director



ENCOCORP
S.A.R.L.



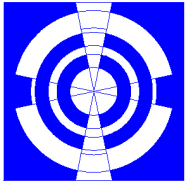
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1. GENERAL INFORMATION

1.1. Domain of application

This document covers **ENCOCORP**'s activities in Lebanon, Kingdom of Saudi Arabia, United Arab Emirates and Qatar. It applies to Engineering Procurement and Construction services for industrial tanks and structures, and Procurement and Construction services for industrial process piping and Construction services for constructing industrial plants and aims to meet and exceed the interested parties' needs and expectations and increase their satisfaction.

1.2. Reference documents

ISO 9000:2015
ISO 9001:2015

1.3. Edition

This manual can be updated during management reviews in order to ensure continuous improvement of the system. Each owner of this manual is welcomed to give his proposals for modifications. Approved modifications will increase the edition number and will be mentioned under the "Modifications" section.

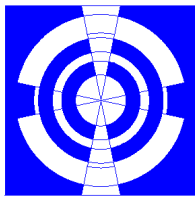
1.4. Modifications

Edition 1

1.5. Approbation

This manual is approved by:

Name	Title	Date	Signature
Garo Dermosessian	Managing Director	16.02.2016	



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2. COMPANY PRESENTATION

COMPANY HISTORY & SERVICES

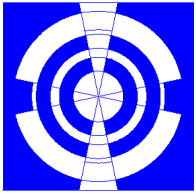
ENCOCORP (ENGINEERS & CONTRACTORS CORPS SARL) was established in **BEIRUT-LEBANON** with their Main Offices in **DORA** on the **SEA SIDE** under Commercial Registration **No. 31437 BAABDA**
P.O.BOX: 90-131.
TEL: 00961-1-253353/258558/258858
FAX: 00961-1-258777
Contact Person: Alex Dermosessian
Mobile :+961-3-923535

ENCOCORP (SAUDI LEBANESE ENGINEERS & CONTRACTORS CORP LLC) was established in **JEDDAH-KINGDOM OF SAUDI ARABIA** under **THE FOREIGN INVESTMENT LAW** with **C.R.No. 4030126774** and main Offices on **WALI AL AHED STREET** in the **TAMLIK TOWER 6TH FLOOR JEDDAH – K.S.A. P.O.BOX: 2205 JEDDAH, ZIP CODE: 21451**
TEL: 00966-2-6502608 / 6502617 / 6503918
Contact Person: Garo Dermosessian
Mobile :+966-50-3659396

ENCOCORP (ENGINEERS & CONTRACTORS CORPS SARL) was established in **ABU-DHABI – THE UNITED ARAB EMIRATES** as a **BRANCH OF A FOREIGN CO.** with **C.R.No.53592** and Main Offices on **BANI YASS STREET** in the **MAZROUI TOWER – 1ST FLOOR – ABU DHABI – U.A.E. P.O.BOX: 34510**
TEL: 00971-2-6715700 / 6768707
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The main products and services provided by us are:

- **EPC CONTRACTING**
- **TANKFARMS**
- **HEAVY STRUCTURAL STEELS**
- **PROCESS & POWER PLANT PIPING**
- **CONSTRUCTION CONTRACTING**
- **POWER PLANTS**
- **CEMENT PLATS**
- **PROCESS PLANTS**



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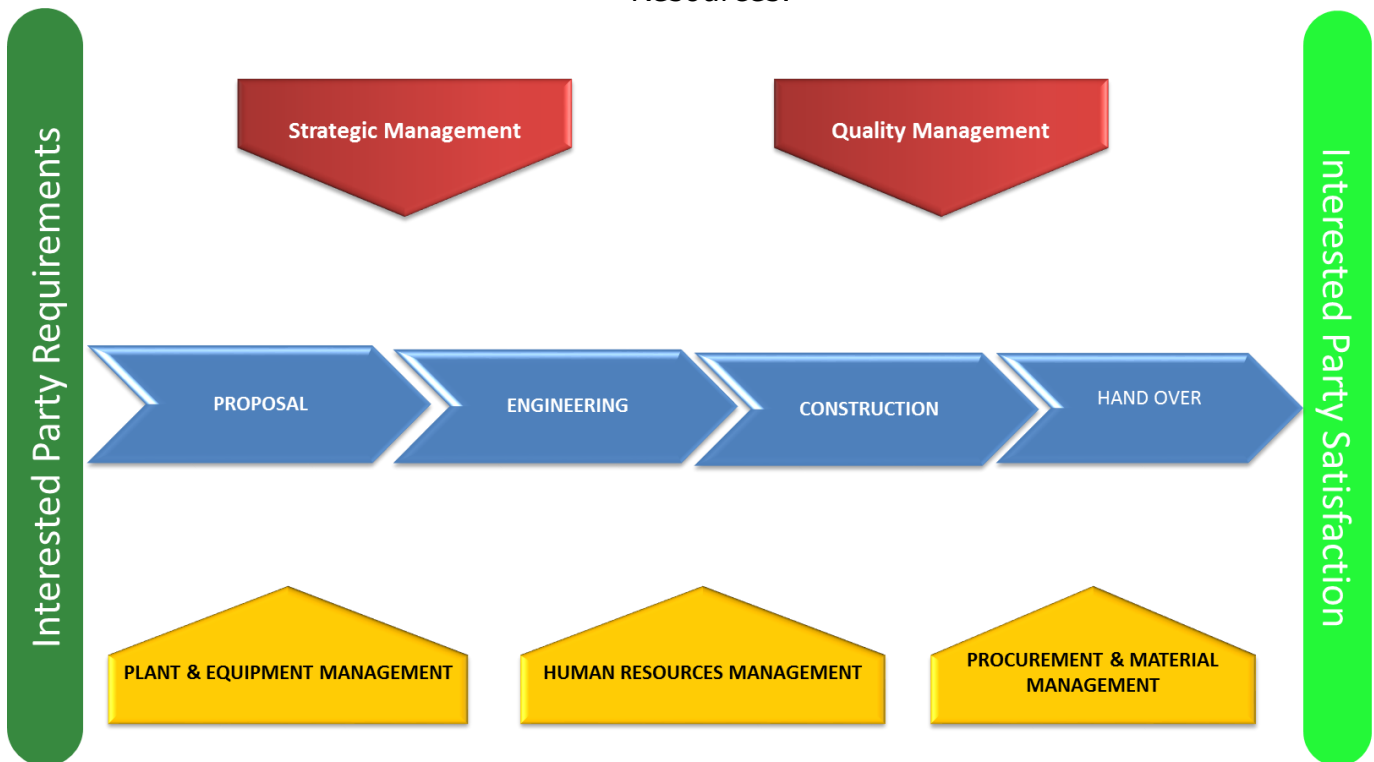
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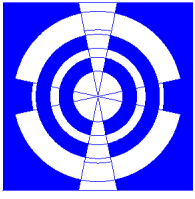
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3. PROCESS MAP & INTERACTION MATRIX

We identified three types of processes:

- a) **Management processes** : Include Quality Mngement and Strategic management.
- b) **Operational processes** : Include Proposal,Engineering, Construction and handover.
- c) **Support processes** : Procurement and Material management, Plant Machinery and vehicules management, Human Resources.





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4. Context of the Organization

4.1. The organization and its context

Top management of **ENCOCORP** conducted a strategic meeting on February 05, 2016 and identified the internal and external issues related to strategic directions and affecting the ability to achieve the intended results from the implementation of the quality management system based on ISO 9001:2015 standard requirements.

4.2. The needs and expectations of interested parties

ENCOCORP identified the interested parties and their needs within the processes and is committed to exceeding their expectations by the implementation of the quality management system

4.3. The scope of the quality management system

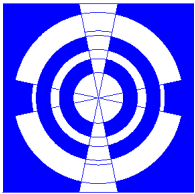
ENCOCORP determined the scope of its quality management system within the quality policy and confirmed that the system will be implemented in all branches and all the products mentioned within the policy.

ENCOCORP communicated the scope to all the interested parties by uploading it into the website.

4.4. Quality management system and its processes

ENCOCORP established, implemented, maintained and continually improved a process management system based on the requirements of ISO 9001:2015 quality management system by:

1. Identifying of all inputs needed and outputs expected by the processes;
2. Describing the sequence and interaction of the processes within the process map;
3. Determining the criteria and methods needed to ensure the effective operation and control of the processes;
4. Allocating the needed resources;
5. Assigning the responsibilities and authorities in each process;
6. Addressing the risks and opportunities by process;
7. Evaluating the performance of the processes and implementing needed changes to achieve the intended goals by process;
8. Improving the processes and the quality management system;
9. Maintaining documented information to support the operation of the processes;
10. Retaining documented information that the processes are being carried out as planned.



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5. Leadership

5.1. Leadership and commitment

5.1.1. General

ENCOCORP top management is committed to communicate the importance of meeting interested parties expectations, as well as regulatory and statutory requirements. The Top Management demonstrates this commitment through:

1. Taking accountability for the effectiveness of the quality management system;
2. Establishing the quality policy and the quality objectives based on the strategic direction of the company;
3. Ensuring that all the requirements of ISO 9001:2015 are integrated within **ENCOCORP** business processes;
4. Promoting the process approach and risk-based thinking;
5. Ensuring the availability of the needed resources;
6. Communicating the importance of effective quality management system;
7. Ensuring that the quality management system achieves its intended goals;
8. Motivating persons to contribute to the effectiveness of the quality management system.

5.1.2. Customer focus

ENCOCORP's success depends on understanding and satisfying the needs and expectations of its customers and end users. Their concerns are identified relative to product conformance, availability, reliability, delivery, support, price and lifetime.

The customer and end user needs and expectations are determined, and then converted into product requirements to ensure customer satisfaction. **ENCOCORP** Top Management ensures the defined requirements are fully understood and met (see section 7.2.) through the implementation of the Contract Amendment procedure CA-PR-01.

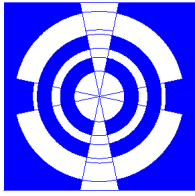
As part of this customer focus, **ENCOCORP** establishes partnerships with suppliers to share information, create mutual added value and improve products and service.

5.2. Policy

5.2.1. Establishing the quality policy

ENCOCORP established, implemented and maintained a quality policy appropriate to its context and supports its strategic direction.

ENCOCORP supports setting quality objectives by satisfying all the applicable requirements and committing the people to continual improvement of the implemented quality management system.



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5.2.2. Communicating the quality policy

This quality policy is retained as a documented information and is approved by Mr. Garo Dermosessian the managing director of **ENCOCORP**.

This policy is communicated to all employees during awareness sessions and is posted at conspicuous locations throughout the facilities.

This policy is available also for interested parties in the website and submitted with the tender documents.

Top Management confirms that the policy statement is periodically reviewed and updated to ensure its continued suitability and is used as a framework for establishing quality objectives.

5.3. Roles, responsibilities and authorities

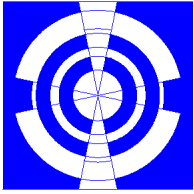
The top management at **ENCOCORP** ensures that the roles, the responsibilities and the authorities are assigned, communicated and understood within the organization and every single activity within the processes is assigned to ensure that:

1. The activities are Conforming with the requirements of ISO 9001:2015;
2. The activities are delivering the intended results

The process owners shall report the results and the improvements of the activities to the top management.

The assignees shall:

- a. Promote the awareness of customer requirements throughout the organization
- b. Ensure and maintain the quality management system during the implementation of planned changes.



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6. Planning

6.1. Actions to address risks and opportunities

ENCOCORP identified the risks that need to be addressed by activity within the processes and provided the solution to address this risks with documented information to evaluate the effectiveness of the implemented actions

6.2. Quality objectives and planning to achieve them

The foremost quality objective for every process owner is to first satisfy then exceed interested parties expectations.

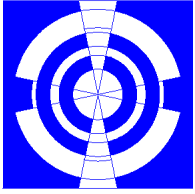
Every process owner has been given the task of identifying additional measurable quality objectives that go beyond the basics of customer satisfaction and meeting contractual obligations. The quality objectives by process are defined in a document published by the Top Management, titled "Indicators board".

The process owners are responsible to monitor and communicate the identified objectives and update them when necessary and to keep documented information on it.

The process owners should plan the activities that will help them to achieve the set objectives by identifying who, how, when, what will be done and what resources is needed.

6.3. Planning of changes

All changes at **ENCOCORP** are planned to be integrated within the quality management system and the top management ensures that all the needed resources to reach the change objectives are available and allocated.



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7. Support

7.1. Resources

7.1.1. General

Resources are provided in a timely manner to implement the processes, continually improve the quality management system and enhance customer satisfaction.

Top management reviews all contracts and determines the necessary resources, and it is committed to ensuring that adequate resources are available to enhance the number of the customers and their satisfaction by at least meeting or exceeding all of their requirements

7.1.2. People

In addition to its permanent staff **ENCOCORP** evaluates project based needed number of people required and launches the relevant recruitment activity.

7.1.3. Infrastructure

ENCOCORP provides and maintains the infrastructure needed to achieve conformity to product and customer requirements as mentioned in clause 2 of this manual.

The facilities are equipped with workstations, offices, stores, yards and all required utilities.

Adequate process equipment, both software and hardware are available within the facility.

Supporting services such as transportation and communication are available as needed.

7.1.4. Environment for the operation of processes

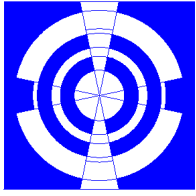
The workstations and office spaces are well lighted and the noise level is well within the acceptable norm for an office environment.

7.1.5. Monitoring and measuring resources

ENCOCORP controls, calibrates, maintains, handles and stores applicable measuring and monitoring devices used to demonstrate conformance of product to specified requirements (Maintenance and Calibration Procedure PMV-PR-01).

Two methods are used to calibrate the required measuring and test equipment:

- By recourse to a certified organization,
- In house by **ENCOCORP**.



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7.1.6 Organizational knowledge

ENCOCORP has a database of the realized projects with all the needed information on the used resources to estimate and submit proposals, backup of all this info is done on external hard disks stored out of the premises.

7.2. Competence

The necessary competency required is evaluated based on the tender documents.

Tests for recruited people are conducted during the recruitment phase.

Continuous tests and monitoring of people performance is conducted.

The process owners are evaluated based on the performance indicators.

7.3. Awareness

All employees are made aware of the quality policy of the company.

Each individual's contribution to the success of the company quality policy and objectives is monitored and recorded.

This quality policy awareness is conveyed continuously to all people.

7.4. Communication

ENCOCORP communicates quality requirements, objectives, and accomplishments within the various levels and functions of the company. Information is provided to employees on the processes of the quality management system and its effectiveness in achieving quality objectives. This communication takes place through trainings, team meetings, notice boards, newsletters, and intra company e-mail.

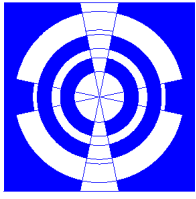
7.5. Documented information

Documented information are established, maintained, and controlled as evidence of conformance to requirements and of effective operation of the quality management system. Documented information are analyzed to provide input to corrective and preventive actions as well as to manage and improve the quality management system and to identify prospects for continual improvement.

Relevant versions of applicable documented information are available at the point of use. Documented information are printed to ensure they are legible. All controlled documents contain sufficient information to ensure they are readily identifiable, such as title, number (if applicable), date and when applicable, revision level.

Obsolete documents are removed from the place of use and either destroyed or marked obsolete in order to preclude their inadvertent use. Applicable documents of external origin are identified and recorded.

Documented information of external origin are determined and controlled, as the industry standards and the customer requirements.



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8. Operation

8.1. Operational Planning and control

As an integral part of the planning of the product realization processes, **ENCOCORP** ensures that its planning is consistent with the requirements of the other processes, the activity flows, the desired outputs, the control measures, the training needs, the equipment, the methods, the information, the materials and other necessary resources.

As the plan develops, resources specific to the product are identified and allocated. The required verification, validation, inspection and test activities specific to the product are determined and criteria for acceptance are established.

Records of the realization process and resulting product are generated to provide evidence that the requirements have been met.

8.2. Requirements for products and services

8.2.1. Customer communication

ENCOCORP communicates with customers related to inquiries, requests for quotations or product information by phone, fax, e-mail or in persons. Inquiries, contracts and order handling - including amendments - are communicated to the customer through the Process Owner of the Tendering Process, who will track and record all customer feedback, including customer complaints.

8.2.2. Determining the requirements for products and services

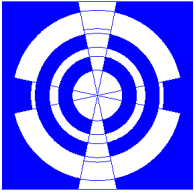
All requirements specified by the customer, including delivery and post-delivery activities are determined and planned for. The contract review takes into consideration statutory and regulatory requirements as well as additional requirements determined by **ENCOCORP** management, particularly those deemed necessary to meet unstated customer needs.

8.2.3. Review of the requirements for products and services

Through the Tendering Process, **ENCOCORP** reviews all customers' contracts or orders and requested changes - if any - prior to its commitment to supply a product or a service to the customer. This review ensures that all pertinent information is available - such as definition of product requirements - and that **ENCOCORP** has the capability of meeting the requirements. If customers' product requirements are changed, **ENCOCORP** ensures that all relevant documents are amended and relevant personnel are notified.

8.2.4. Changes to requirements for products and services

ENCOCORP ensure that all changes requested by the customer are documented as amendment to the initial request received.



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8.3. Design and development of products and services

8.3.1. General

ENCOCORP established the Engineering and design process, to evaluate the performance and to reduce or eliminate the risks of the activities related to the customer request.

The evaluation starts from the receipt of RFP until the issuance of execution plans and drawings approved for construction by the customer or his representative.

The evaluation is continuously reviewed and updated according to changes requested by the customer up to the handover of the project.

8.3.2. Design and Development Planning

ENCOCORP plans and controls the design process which could be modified upon the customer's approved consent.

Product design & development plans include or make reference to:

1. Stages of the product design and development process;
2. Required review, verification and validation activities;
3. Responsibilities and authorities for product design and development activities;
4. Availability of Resources;
5. Interfaces between different groups involved in design and development to ensure effective communication and clarity of responsibilities.

8.3.3. Design and Development Inputs

The customer requirements to be met by the product are:

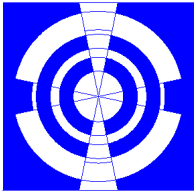
1. Performance requirements from customer;
2. Applicable regulatory and legal requirements;
3. Requirements derived from previous similar designs, and;
4. Any other standard or code requirements essential for design and development.

The above are reviewed for adequacy and completeness.

8.3.4. Design and Development controls

At all stages of the design and development process, controls of the results are conducted to verify that:

1. The design and development inputs are implemented;
2. The problems and errors are resolved;
3. The defined results are achieved.



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8.3.5. Design and Development Outputs

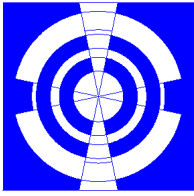
The outputs of the product design and development process are documented in a format that enables verification against input requirements.

Product design and development output must:

1. Meet the product design and development input requirements;
2. Provide appropriate information for purchasing, production, and service provision;
3. Contain or make reference to product design and development acceptance criteria,
4. Define the characteristics of the product that are essential to safe and proper use.

8.3.6. Design and Development changes

Product design and development changes or modifications are approved by authorized personnel and documented prior to implementation.



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8.4. Control of externally provided processes, products and services

ENCOCORP ensures that externally provided processes, products and services conforms to customer requirements.

The type and extent of control applied is dependent upon its effect on the final product.

The main externally provided processes are the inspection services, the calibration services and catering services.

ENCOCORP evaluates and selects suppliers based on their ability to provide processes, products and services in accordance with **ENCOCORP's** customers' requirements.

List of suppliers for critical materials exists.

Quotations for each projects is requested from the list and the evaluation and approval of the services is made by the Top Management.

Quotations of product or services providers must contain the product certificates, datasheets, MSDS, manuals, recommended spares and other necessary information in line with customer requirements

8.5. Production and service provision

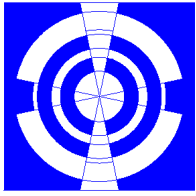
8.5.1. Control of production and service provision

ENCOCORP plans and controls production and servicing through:

1. The availability of specifications that define the characteristics of the product that are to be realized;
2. The availability and use of suitable monitoring and measuring resources;
3. The implementation of monitoring and measurement activities to verify that criteria for control of processes or outputs, and acceptance criteria for product and services, have been met;
4. The use and maintenance of suitable production equipment;
5. The provision of suitable infrastructure and working environments;
6. The appointment of competent persons;
7. The availability and use of suitable measuring and monitoring equipment;
8. Implementation of actions to prevent human errors.

Release and delivery activities are defined and implemented through the handover process.

Warranty activities are determined according to contract requirements.



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8.5.2. Identification and traceability

ENCOCORP ensures that materials & products are all identified by suitable means throughout product realization.

Items that are unique and cannot possibly be mistaken for anything else need not be identified. All other items will be identified as required, either by a label with appropriate details attached to the items, or the identity will be marked onto the products by casting, etching, painting, etc. When labeling is used, one label on the pallet, bin, bag, shelf or box is usually adequate.

Traceability is maintained on all parts procured by **ENCOCORP**.

8.5.3. Property belonging to customers or external providers

All customer supplied items are preserved by **ENCOCORP** based on relevant agreements.

Customer supplied items include:

1. Nature of customer property (type, made);
2. Terms of usage (operator);
3. Duration of usage;
4. Port of destination;
5. Maintenance;
6. Liabilities.

8.5.4. Preservation of product

ENCOCORP preserves and protects the product during internal processing and delivery to the intended destination.

Parts and materials are identified and handled in accordance with the requirements stipulated by the customer, industry standards, statutory regulations and **ENCOCORP** processes.

8.5.5. Post-delivery activities

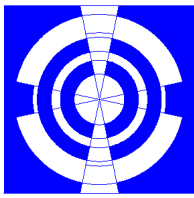
Warranty activities are determined according to contract requirements

8.5.6. Control of changes

All changes requested by the customer will be incorporated in the activities provided that such changes do not affect the normal production.

The time and cost impact of the changes will be communicated to the customer and acquire his approval prior to implementation.

These changes will be documented.



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8.6. Release of products and services

ENCOCORP applies suitable methods for measurement and monitoring of the characteristics of the product in a timely manner to verify that the requirements are met.

Products and their documentation are handed over to the customer after the completion of all specified activities.

8.7. Control of nonconforming outputs

ENCOCORP has set methods and responsibilities for controlling non-conforming products and services in order to ensure that they are segregated from all good products, re-checked and classified to prevent their inadvertent use and delivery.

Records of the nature of nonconformities and any subsequent actions taken, including concessions obtained, are maintained. Decision results are discussed during management review meeting.

9. Performance evaluation

9.1. Monitoring, measurement, analysis and evaluation

9.1.1. General

ENCOCORP monitors, measures and evaluates products, processes and customer satisfaction by set indicators in a timely manner.

Documented information and the results are used to improve the effectiveness of the quality management system.

9.1.2. Customer satisfaction

ENCOCORP monitors information and data on customer satisfaction.

The customer satisfaction is evaluated by:

1. Recommendation letters;
2. Increased numbers.

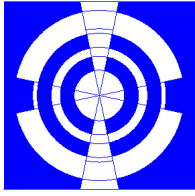
The results of the customer satisfaction analysis are discussed at the management review meetings.

9.1.3. Analysis & Evaluation

The suitability and effectiveness of the quality management system is determined through the analysis of data from:

1. Processes, products and hand overs;
2. Quality records;
3. Changes and NCRs (Risks);
4. Suppliers & vendors performance;
5. Customer satisfaction.

The results of the analysis is the key input for continuous improvement.



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9.2. Internal audit

ENCOCORP has subcontracted the internal audits to a service provider to perform it once per year to ensure that:

- 1- The quality management system has been effectively implemented and maintained, and conforms to ISO 9001:2015;
- 2- Identify potential opportunities for improvement.

ENCOCORP's internal audit process is focused on the importance of the activities and the results of previous audits.

The results of internal audits are documented and discussed at the management review.

9.3. Management review

9.3.1. General

Top management reviews the quality management system at least once a year to ensure its continuing suitability, adequacy, and effectiveness.

Minutes of the review meeting are kept and distributed to all interested parties.

9.3.2. Management review inputs

Agenda topics covered at the management review include:

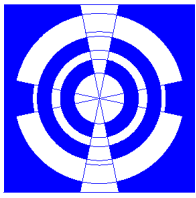
1. Follow-up of actions from previous management reviews;
2. Changes in external and internal issues that affects the quality management system are implemented;
3. Performance and effectiveness of the quality management system include:
 1. Customer feedback, and customer satisfaction measures;
 2. Quality objectives;
 3. Process performance & Product conformance;
 4. Nonconformities and corrective actions;
 5. Monitoring and measurement results;
 6. Audit results;
 7. External provider's performance.
4. Opportunities for improvement;
5. Effectiveness of actions to address the risks;
6. Resource requirements.

9.3.3. Management review outputs

The output of the management review is documented in the minutes.

The outputs include decisions and actions related to:

1. Improvement of the effectiveness of the quality management system;
2. Changes to the quality management system;
3. Required resources.



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10. Improvement

10.1. General

Process efficiency and effectiveness are emphasized when corrective and preventive actions are taken.

Those issues that can be measured, such as quality objectives and analysis of data, are used as evidence of the effectiveness of the continual improvement of the quality management system.

10.2. Nonconformity and corrective action

ENCOCORP has established a procedure for corrective and preventive action which ensures that at all instances :

1. Non-conformance or potential non-conformities are investigated in order to detect the causes;
2. Corrective or preventive actions are determined.
3. Controls which ensure that the determined actions are implemented and are effective, recorded and discussed during management review meeting;
4. The causes are eradicated.

10.3. Continual improvement

ENCOCORP continually seeks to improve the quality management system, rather than wait for problems to reveal opportunities for improvement.

This proactive approach uses reviews of the quality policy, quality objectives, audit results (both internal and external) analysis of data, corrective and preventive actions, and management review and customer feedback.

ANNEXES

The processes
Diffusion Matrix
Organization Chart
Indicator board

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM	--	--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code	Reg. No.

System/Component: **POTABLE WATER STORAGE TANK #6**

Customer Code

Belonging to Assembly Instruction No.: **----- Rev. 0,**

--
UNID No. S

Erection Company: **ENCOCORP**

No.	Description of activity	Reference Drawing / Reference Standard	Doc. Code	QUALITY CONTROL REPORT	Participation by <small>(legend of abbreviations at the end of the table)</small>					Date	Signature <small>(legend of abbreviations at the end of the table)</small>				
					EC	RTCC	AIP	SF	EF		EC	RTCC	AIP	SF	EF
BEFORE CONSTRUCTION															
A1	Obtain Approval of ITP(Inspection & Test Plan) or Field Quality Plan (FQP)	API 650	R	ITP	+				A						
A2	Obtain Approval of WPS/PQR and weld Schedule	API 650 - ASME IX - Drawings	R	Copies of WPS & PQR	+				A						
A3	Verify Welders Qualification	API 650 - ASME IX	R	Welder Certificate	+										
A4	Obtain approval of Drawings	Drawings	S	Drawings	+										

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM	--	--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code	Reg. No.

No.	Description of activity	Reference Drawing / Reference Standard	Doc. Code	QUALITY CONTROL REPORT	Participation by <small>(legend of abbreviations at the end of the table)</small>					Date	Signature <small>(legend of abbreviations at the end of the table)</small>				
					EC	RTCC	AIP	SF	EF		EC	RTCC	AIP	SF	EF
A5	Obtain Approval for relevant NDE procedures	API 650 & ASME IX	R	Copies of NDE Procedures	+	I			A						
A6	Approval of PWHT SHOP and SITE procedure	API 650 & ASME IX	R	PWHT Procedures	+	I			A						
PLATE PRE-FABRICATION															
B1	Receive Plate material and check Cast numbers and Certificates	Drawing	R	MRR	+	M		M	M						
B2	Check plate mark-outs prior to cutting	Drawings & API 650	R	ENC-IR-01	+	I									
B3	Check Plate squareness and edge preparation prior to rolling	API 650	R	ENC-IR-01	+	I									
B4	Verify dimensions after plate-rolling	API 650	R	ENC-IR-02	+	I									
COMPONENT PRE-FABRICATION															
C1	Receive miscellaneous materials and check certificates	-	R	MRR	+	M		M	M						

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM	--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code
				Reg. No.

No.	Description of activity	Reference Drawing / Reference Standard	Doc. Code	QUALITY CONTROL REPORT	Participation by (legend of abbreviations at the end of the table)					Date	Signature (legend of abbreviations at the end of the table)				
					EC	RTCC	AIP	SF	EF		EC	RTCC	AIP	SF	EF
C2	Check mark outs prior to cutting	-	R	ENC-IR-01	+	I		I	I						
C3	Check fit-up/assembly of nozzles , manways , sumps and other steel members prior to welding		R	ENC-IR-03	+	I	-	I	I						
C4	NDT-carry out 100% Visual Inspection		R	ENC-IR-05	+	I	-	W	W						
C5	Penetrating Oil Test of Sump shell to bottom plate inside weld prior to outside fillet welds	API 650	R	ENC-IR-06	+	I	-	W	W						
C6	Carry Out Post Weld Heat Treatment for flush clean out door/ nozzles	API 650	R	Inspection Report TP	+	W	-	W	W						
Painting – PRIMERING ACTIVITIES															
D1	Blasting	Project Specification for Steel Tanks M09/M20/M21 & G02 / Manufacturer's Data Sheet	R	ENC-PIR	+	I	W	I	I						

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM		--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code	Reg. No.

No.	Description of activity	Reference Drawing / Reference Standard	Doc. Code	QUALITY CONTROL REPORT	Participation by (legend of abbreviations at the end of the table)					Date	Signature (legend of abbreviations at the end of the table)				
					EC	RTCC	AIP	SF	EF		EC	RTCC	AIP	SF	EF
D2	Check edges masked up prior to blasting / painting	Project Specification for Steel Tanks T01/T02/T03/T04/T05 & T06 Manufacturer's Data Sheet	R	N/A	+	I	W	I	I						
D3	Checking of DFT	Project Specification for Steel Tanks T01/T02/T03/T04/T05 & T06 Manufacturer's Data Sheet	R	ENC-PIR	+	I	M W	I	I						
D4	Compile all relevant documentation into data pack to be sent with items for assembly / erection	Project Specification for Steel Tanks T01/T02/T03/T04/T05 & T06 Manufacturer's Data Sheet	R	Inspection Reports File	+	I	M W	I	I						

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM		--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code	Reg. No.

LEGEND (Abbreviations entered in column "Participation by"):

- A = Approval.
- H = Hold point. Attendance of all dictated parties at check is mandatory. Release of further erection steps only after finishing test step. Work shall not be continued until dictated parties signed the step in the FQP. Participating parties (RTCC/SF/EF/AIP) shall be invited formally by EC at least 2 working days to test step. Inspection scopes (percentages) shall be entered into column "Description of activity" (e.g. for NDT).
- W = Witness point. Participating parties (RTCC/SF/EF/AIP) shall be invited formally by EC before One (1) working days prior to test step. Test shall be carried out at the arranged time. Test can be carried out whether the invited parties are there or not.
- SW = Spot witness point. To be handled like witness point. Deviation: Formal invitation of participants necessary only for the first time the test step is carried out. SW serves the purpose to check the working procedure of the erection company. The parties can demand further invitation, if working procedure is not adequate.
- I = Information point. Parties (EC/RTCC/AIP/SF/EF) have to be notified prior to check. The erection continues whether the parties are there or not.
- M = Monitoring. Steps are monitored. No invitations, signatures and protocols necessary.
- IR = Inspection Report
- MRR = Materials Receiving Report
- TP = Third Party
- D = Documentation check. Parties have to be notified prior to check. Further steps only after finishing test step (e.g. welding certificates to be checked prior to welding).
- + = Carrying out the step and confirmation in the Field Quality Plan.
- EC = Erection Company=ENCOCORP
- RTCC = Al Rashid Trading and Contracting Company
- AIP = Authorized Inspector Painting
- SF = SWCC FIELD
- EF = ENGINEERING FIELD

LEGEND (Abbreviations entered in column "Doc. Code"):

- R = Record of test step necessary. Test step to be recorded (e.g. in tightening torque record). Has to be short signed also in the Field Quality Plan.
- T = Test certificate by authorized inspector (e.g. notified body) necessary. Has to be short signed also in the Field Quality Plan.

Field Quality Plan

RAS AS KHAIR - RIYADH WATER TRANSMISSION SYSTEM		--	--	--	--
Power Plant	Unit	Plant Code	UA	Contents Code	Reg. No.

S = Stamp / short sign. No QA-Documents intended. A short sign and stamp in the Field Quality Plan is sufficient.

LEGEND (Abbreviations to be entered in box "UA")

- WPS = Welding Procedure Specification
- PQR = Procedure Qualification Record
- PWHT = Post Weld Heat Treatment
- NDE = Non Destructive Examination
- API = American Petroleum Institute
- ASME = The American Society of Mechanical Engineers