



# Prequalification

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# Prequalification

## Quality Management System

### 1. Quality Management System [Draft]

**GULF BUILDERS** believes that the quality department could make a positive contribution toward the company profitability and that the quality function is capable of making essential contributions towards the financial performance of the company, not only from the point of view of making a quality product that would consequently secure a strong position in the marketplace, but also by making significant savings in the overheads of the company.

**GULF BUILDERS** realized a valuable asset as it demonstrates the achievement and continual commitment of the organization to conduct business in a thoroughly professional and consistent manner.

**GULF BUILDERS** Company is committed to the highest standards of quality, customer services & quality. **GULF BUILDERS** believes that its strength is the quality & experience of its employees.

Our goals are:

- To provide quality service and professional leadership in responding to our client's needs with innovative approaches to problem solving.
- To provide services in a style that reflects a commitment to our community and a concern to the public good.
- To nurture a working environment that is profitable and rewarding, with appropriate returns to shareholder.

Management system within **GULF BUILDERS** has result in many areas including:

- Management effectiveness through defined objectives and targets together with systematic feedback on performance.
- Operating efficiency through establishing best practice supported by documented procedures.
- Performance improvement by monitoring, analysis and action to drive continuous improvement.
- Cost reduction through the identification and elimination of potential system deficiencies and product failure.
- Increased marketability through the identification of a registered company with a quality philosophy and international standard.
- Employee satisfaction through management commitment, improved communications, defined authorities and responsibilities and supportive systems.
- Customer satisfaction through the receipt of enhanced service or product quality levels.

\*\* To follow \*\*

**GULF BUILDERS** has appointed a management representative with the main rules of:

- Coordinating role.
- Ensuring that management systems requirements are established, implemented and maintained in accordance with the relevant standards.
- Reporting on performance of the system to top management for review and as a basis for improvement of the system.
- Management Reviews.

**GULF BUILDERS** management is committed to provide resources essential to the implementation and control of the management systems:

- Human.
- Technological.
- Financial
- Access to skill, knowledge and experience.

**GULF BUILDERS** ensures that good management practices are followed, typically:

- Thorough knowledge and understanding of what causes risks.
- Familiarity with the management system & legal requirements.
- Well trained staff.
- Allocation of adequate resources.
- Close co-operative relations with enforcement authorities.
- Good maintenance of work associated equipments.

**GULF BUILDERS** believes that the training is the most appropriate continual improvement tool. **GULF BUILDERS** is continuously identifying the competencies required for different roles and jobs and then assess awareness & training needs against these competencies and train where appropriate. Full records for the training & awareness raising feedback and evaluation mechanisms are being maintained to demonstrate that the training needs have been met.

**GULF BUILDERS** realizes that without proper communication mechanism, any management system would collapse; therefore, it put a high concern on the lines of communication internal & external to ensure that they are clearly identified & documented & that communications are properly received, documented and responded. In addition to that it ensures that employees are being consulted & getting involved in the development & review of the company management systems.

The effective communication will ensure that:

- All staff share system information.
- Easy access to any necessary specialist advice or services.

**\*\* To follow \*\***

- Employee involvement in the system.
- An account is taken of the views of Stakeholders.

**GULF BUILDERS** entire roles within the management systems are properly documented. At the broadest level management roles are likely to be described in the system manual, but more detailed information about specific roles and responsibilities is documented in job descriptions.

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# Prequalification

## OHSAS M. S.

### 2. OHSAS Occupational Health and Safety Management System [Draft]

**GULF BUILDERS** believes that it is everyone's responsibility to implement health & safety management systems, to look after themselves and to look after others. This does not mean to say that management does not need to get involved. On the contrary it is vital that management at all levels have clearly defined roles and responsibility for OH&S.

Health & safety management is about controlling activities, products and services to eliminate unacceptable risks or to reduce them to a level where the risk is considered tolerable.

This involves two important stages:

1. Identifying the hazards associated with different activities.
2. Assessing the level of risk associated with different activities.

Knowledge of legal requirements is vital for effective OH&S Management since it forms the basic framework around which most control systems are based.

Since the company is committed to meeting legal and other requirements, it is important that information regarding them is kept up to date.

**GULF BUILDERS** main considerations in setting H&S objectives & targets are:

- Legal & other requirement.
- Hazards & risks (aspects).
- Technology options.
- Financial requirements.
- Operational requirements.
- Business requirements.
- Views of interested parties.

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# Prequalification

## Environmental M. S.

### 3. Environmental Management System [Draft]

Environment issues and the need for protection of the environment is the focus of increasing concern, and over the past number of years many companies and organizations have responded to the challenge to contribute to economic development and prosperity in a way that respects the environment. They are actively implementing economically viable programs that reduce the adverse environmental impacts of their operations and that result in sustained benefits for all parties.

Environment Management System (EMS) standards have been used as tools to allow the management of **GULF BUILDERS** to better identify, manage and control their activities that can impact the environment.

By a systematic analysis of the aspects of an organization's operations, and by quantifying and impacts on the environment of these aspects, **GULF BUILDERS** can respond in a planned and coordinated way. Defining clear goals and objectives in relation to environmental performance gives direction to **GULF BUILDERS** by reducing waste and energy use, substitution of non-renewable resources, risk avoidance, good citizenship and image enhancement. This contributes to increased stakeholder confidence, competitive advantage and long term viability.

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# Prequalification

Auditing M. S.

## 4. Auditing [Draft]

A systematic audit is the most important tool which efficiently covers all of the management system relevant issues in turn, producing sufficient information to make a valid judgment on the organization performance and provides confidence to stakeholders that system conforms to the requirements.

Everyone is familiar with the important role auditing plays in confirming the financial position of an organization; a similar exists in the management systems where **GULF BUILDERS** is required to use a similar process to confirm its quality, health & safety and environmental position. In general terms, the quality management audit checks that **GULF BUILDERS** is meeting its commitments to achieve its targets & objectives.

The reporting of non-conformities is not just restricted to the internal and external audits. Non-conformities can occur at any time and they are likely to be detected during routine checks and monitoring as well as during audits. Corrective & preventive action procedures are therefore implemented whenever a non-conformance is detected. The corrective and preventive action looks beyond the simple non-compliance to the root cause. This is particularly important if records reveal that consistent non-compliance's are found with respect to a particular activity or procedure, which would indicate that a systematic weakness is the cause of the failure. Root cause analysis is vital in ensuring that appropriate corrective & preventive actions are implemented. Unless root cause of a problem is solved it may occur again, possibly with more serious consequences.

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## Management Review M. S.

### 5. Management Review [Draft]

The management review meeting is one of the major routes by which the organization reviews and improves its management systems.

The overall purpose of the Management Review Meeting is assessing the management systems in terms of it's:

- Suitability (fitness for purpose).
- Adequacy (coverage of the system)
- Effectiveness (does it work properly)

Top management will require information about the performance of the system, including:

- Non-conformance reports.
- Monitoring results.
- Audit results.
- Information about the stakeholders, such as correspondences and communication from interacted parties. (Client, Customer, Supplier, Subcontractor, etc... feedback).

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# Prequalification

Documents Control M. S.

## 6. Documents Control [Draft]

It is difficult to over emphasize the importance of good documentation. Documents are the source of all information in the system. The system detail what actions should be taken, how it should be done, by whom, what records should be kept etc.

It is important that documentation is kept up to date and when this is done it is important to ensure that only the current versions are used. This is the function of Document Control. Document Control Procedure has been developed to ensure that all systems documentation is properly controlled and specifically to ensure that:

- Documents can be located.
- Documents are periodically reviewed & revised (where necessary).
- Current versions are available.
- Obsolete documents are removed or assured against unintended use.
- Obsolete documents retained for legal and/or knowledge preservation purposes are suitably identified
- The ensure documents are controlled properly they should also be legible, dated (with version dates), identifiable, kept in an orderly manner and retained for specified periods.

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# Prequalification

Records control M. S.

## 7. Records control [Draft]

Records are critical component of **GULF BUILDERS** management systems, they:

- Demonstrate compliance with the company policies & management systems.
- Demonstrate that contractual & legal requirements are met.
- Enable performance to be evaluated.
- Allow performance improvement or deterioration to be identified.

The identical requirements for the way records should be kept and maintained, essentially, they require that:

- Records must be legible, identifiable and traceable
- Records must be stored and maintained in a way that they are protected from accidental loss, eraser or other form of damage
- Retention periods should be established for all records. Obviously if all records were kept indefinitely, **GULF BUILDERS** might run out of storage space. However, conversely, some records (e.g. worker health records) may need to be kept for very long periods to provide support in the event of compensation claims or to look for long term trends in performance. Some types of record may even have legal requirements for minimum retention periods.

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# Prequalification

Paperless Systems M. S.

## 8. Paperless Systems [Draft]

The company has a computer network, and all potential users of the documents have access to work stations, so that the controls will be simple and easy to maintain.

**GULF BUILDERS** uses ERP paperless system where documents are maintained in software, and evidence of a review and approval of documents and changes thereto is provided by the fact that document are write protected and write access is limited to those having the authority to review and approve the particular document (through a password).

The master set of documents is maintained on the server, which will satisfy the requirement to maintain a master list or an equivalent procedure defying the current revision status of the document. Access to particular documents may be available to all users of the network or may be limited to those who need them for reference purposes. Whenever the documents are revised or changed on the server, the users will automatically have access to the latest revision, and the previous version will no longer be available.

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