



***UNITED KEYS OF KHAIR
GENERAL CONTRACTING
COMPANY.***

UNITED KEYS



**COMPANY
PROFILE**

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Company Profile

COMPANY PROFILE FOR MEP DEVISION





Introduction Letter

United keys General Contracting Company. We would like to take this opportunity to introduce our **Company United keys General Contracting Co.** as one of a Contracting Company offering Electrical Construction Services

United Keys General Contracting Co. Have a good record and reputation in contracting industry as well experienced in industrial works including Cement Plants, power plants and Process plants, power urban utilities, Oil Refineries, Tower building, Housing Projects and Ground Engineering.

We have grown over the years developing a huge experience from our clients and acknowledge the high standards which we have maintained in the execution of various projects. Our high performance is what we strive to achieve and we would consider it a matter of great pride.

If we were provided with the opportunity in associating ourselves with the prestigious upcoming projects, we could apply our experience and expertise to undertake such works. We are always ready for all challenges that may come.

We look forward working with your esteemed organization for the projects in the near future. We assure that we are always ready to submit any documents or information you may require. Thank you.

Best regards,

UNITED KEYS OF KHAIR GENERAL CONTRACTING CO.



GENERAL INFORMATION

United keys registered in Saudi Arabia on August 9th 2022 in accordance to the requirements of Saudi Arabian laws. In our existence, we have grown into one of the best progressive companies that provides general contracting services for industrial, institutional, commercial and hi-tech businesses.

Based in Jeddah Saudi Arabia, we offer general contracting (operations and maintenance), transportation, information technology, supplying of manpower and heavy & light equipment on rental basis with full satisfaction of our clients.

With the advancement in technology, we have been constantly striving hard to reach greater heights through innovation, value engineering and sustainable progressive growth and in the process provide our valuable customers a comprehensive engineering solution.

Our Vision:

We envision ourselves as the most respected contracting company in entire Saudi Arabia. We work together as a team to make our vision come true by striving for quality and excellence in the projects and services we providing. At the heart of our vision lies the belief in maximizing customers and employee satisfaction.



Our Mission:

Facilitate our client's success by offering highest level of quality services at fair and competitive prices. Ensure growth of our company through repeat and referral business based on customer satisfaction in all areas including timelines, attention to detail and service attitudes. Achieve and maintain the highest level of professionalism, integrity, honesty and fairness in our relationships with all our stakeholders, employees, suppliers, subcontractors, professional associates and customers.

Our Policies:

We initiated a Zero Harm, Zero Accidents policy to commit ourselves to the safety of all our stakeholders, we take immense pride in creating not just a safe working environment with safe systems but more importantly, we also offer growth opportunities for our stakeholders to realize their potential. Our policies undertaken through the Company's Management System are made available for internal annual reviews to ensure its relevance to the organization.

Sectors:

- Construction Division (Civil, Electromechanical)
- Low Current and Information Technology Division
- Portable Facilities/Mobilization Process
- Supply of Manpower on Rental Basis
- Transportation Services
- Heavy & Light Equipment on Rental Basis



Our Services

Our major services include Consultation Supply, Civil & Electromechanical works with installation, testing & Commissioning of following:

- **All type electro Mechanical work & complete solar energy system**
- **Plumbing**
- **All type of external & internal work wet & dry area multi story – building**
- **Storm sewer**
- **Potable water**
- **Sewage water**
- **Irrigation work**
- **Pump rooms complete system**
- **Firefighting work**
- **Pump rooms**
- **Main water distribution pipes**
- **Sprinkler system (FHC)**
- **FM200 & CO2 system**
- **External fire line & Fire hydrant**
- **HVAC**
- **Coring Work**
- **All type of Duck work & chilled water work system**



Electro Mechanical Department

UNITED KEYS is a certified leading Telecom, ICT and Power – Grade A EPC Contractor and a System Integration Company. Our profile includes Data Centers, Wireless Networks, Critical Communication Networks, GSM/CDMA/TETRA/LTE, In Building Solutions, Software Development, VAS, Security Systems, Power Solutions, Pre-Cast Civil Solutions, Communication Civil Works, Microwave Communication, Fiber & Copper Networks, Broadcasting, Telephony, Operations & Maintenance, Batteries, Generators, Switch Gears, Solar & Wind Power Solutions, Consultancy and many more.

Electro Mechanical Department Introduction

UNITED KEYS is a 'Grade A' Engineering Procurement & Construction (EPC) company with an impressive track record of consistent growth. We have emerged as a strong EPC contractor in the Energy, Infrastructure as well as Engineering Services sectors in Saudi Arabia. The Electro-Mechanical profile of **UNITED KEYS** is being taken care by Electro-Mechanical Department of **UNITED KEYS** where we continuously strive to provide appropriate Products, Solutions & Services to our clients conforming to international quality standards. The department is having design, implementation and support services facilities spread across the kingdom of Saudi Arabia.



QUALITY CONTROL PROCEDURES

UNITED KEYS has developed procedures to ensure effective operation of the Quality Management System. Procedures or flow chart are maintained to ensure that all operational activities of the Company are carried out under acceptable and controlled conditions. The procedures are listed below.

- Administrative process flow
- Tendering process flow
- Design / drafting process flow
- Purchasing process flow
- Project execution process flow

LIST OF CONTROL RECORDS

All documents within the quality system are monitored and controlled by using the following Control Records. All records within the Organization shall be controlled by means of defining and implementing mode of recording, responsible department, storage location, retention time & mode of disposition.

- Purchase Requisition Form
- Local Purchase Order
- Approved Supplier, Sub Contractors List
- Drawing / Document Transmittal
- Costing Sheet
- Calibration Status List
- List of Tools and Equipment
- Goods Received Note
- Inspection & Test Plan
- Employee Training Record



Training Plan All records shall be kept in an easily identifiable and retrievable manner. All the documents within the organization shall be reviewed and updated by the originating departments. All amendments shall be thoroughly reviewed, approved and communicated Documents can only be issued after approval from the authorized personnel.

Internally Generated - All internally generated quality documents within the organization shall be controlled by means of Document Master List.

MANAGEMENT RESPONSIBILITY & STRUCTURE

Top management of **UNITED KEYS** and the General Manager, committed to ensure that the development and implementation of Quality Management System is effective and continually improving its effectiveness by:

- Communicating to the organization about the importance of meeting customer's requirements including management review and other legal requirements.
- Establishing the Quality Management System policy and objectives consistent with the purpose of the organization.
- Initiating action and management resources available to achieve policy & objectives
- Ongoing involvement in the Quality Management System and its improvement. Customer Focus **UNITED KEYS** will identify the needs and expectations of:
 - Owners / investors
 - Customers and end users
 - Employees
 - Society (regulatory agencies)
- These identified needs and expectations will be achieved by utilizing this QMS as a tool.



QUALITY POLICY

The **UNITED KEYS** policy statement has been developed & would be continually reviewed in due consideration to the following:

- The commitment of the Company
 - The need to include an explicit commitment to continual improvement of effectiveness of the quality management system.
 - The required continual compatibility with quality objectives.
 - Meeting the needs, expectations, and requirements of the customers
- 35 A quality policy statement that has been formulated by the highest level of management can be found within this Quality Management System. The quality policy would be communicated to the **UNITED KEYS** employees through means of meetings, trainings, and documentations. PLANNING **UNITED KEYS** has set SMART (Specific, Measurable, Achievable, Realistic & Time based) objectives at all levels within the organization based on:
- Views, needs, and expectations of owners, customers, society and employees and Interested Parties.
 - Outputs of management review meetings, data analysis, and internal audit results.
 - Process and product performance.
 - Legal / legislative requirements
 - Technical options & financial, operational and business requirements
- These SMART objectives will be communicated to all levels of the staff according to their involvement. Whenever there is a need for planning a Management Meeting will be held and relevant plans will be developed.



RESPONSIBILITY, AUTHORITY AND COMMUNICATION

Responsibilities and authorities shall be defined & documented through “Job Descriptions”, up to Managerial level, and shall consist of job title, reporting structure and duties & responsibilities as a minimum. This shall be communicated to the relevant staff. HR Department shall develop and maintain organization chart

Internal Communication For improvement and major organizational changes shall be communicated in the following ways depends on nature:

- Departmental meetings, inter-departmental meetings & management review meetings
- Notice board, posters & signboards
- Emails, Memo & forms (relevant).

RESOURCES MANAGEMENT

UNITED KEYS shall determine and provide the resources like competent persons, Equipment, and infrastructure for the day to-day activities. Resources are identified primarily through planning, also it is identified as and when needs arises. Based on the planning & needs, resources are provided. Main aim of this exercise will be to have adequate resources to ensure the customer satisfaction. Top management will ensure that all personnel employed within the organization are capable of carrying out the assigned tasks and have appropriate skills to perform them efficiently, competently and to the required Standards. Staff shall be recruited based on the competency requirements required for the particular position. Competency is determined / evaluated by interviewing, ongoing job performance and where required through temporary assignments. 2.7.1 Infrastructure The



management shall identify plan and implement the infrastructure need as required and this shall cover following:

- Office
- Facilities associated with office
- Equipment – hardware & software
- Support services (transport, communications ... etc.).

REVIEW OF CUSTOMER REQUIREMENTS

The Management will review all identified customer product /service requirements for new business or existing business requirements. All the customer requirements and /or the service requirements are reviewed in the form of tender /contract or in the form of receipt of purchase orders from the customer. This addresses the determination of **UNITED KEYS** ability to meet the requirements Tendering processes which include reviewing of tender documents, site visit if needed, clarification for details and ambiguities from client, preparation of purchase inquiries, quantity take off, submission of tender is carried out by the Tendering Department. A final review of customer requirements is done prior to delivery to assure that all differences are addressed and resolved.



CLASSIFICATION OF ACTIVITIES

CIVIL CONSTRUCTION

Our Civil Engineering Division is not only well equipped technologically but also takes adequate care in assessing various factors such as design, planning and execution. We provide a full spectrum of Civil Engineering works through high standards of workmanship those results in high productivity and performances.

Besides undertaking complete civil engineering projects and executing them independently, we also extend our services in coordinating and getting guideline from many mega projects which are going on in Eastern Province of Saudi Arabia. We have dedicated engineering teams to cater to the needs of various projects and facilitate smooth execution of the erection of large and complicated structures at project sites. In order to keep pace with growing industry demands, we have been regularly investing on our inventory of civil components.

ELECTROMECHANICAL

UNITED KEYS possess the professional expertise to undertake and execute associated Electrical and Mechanical works in delivering our major steel structural projects. Our skillful engineers have executed various projects in the areas of Saudi Arabia. We are also providing following services in mechanical field;

- Hydro Jetting and Chemical Cleaning.
- Dewatering System and Disposal of Waste Water & Chemical.
- Vacuum Tanker Trailers, Super Sucker, Water Tanker and Skip Tanks.
- Plant Maintenance and Shutdown.
- Piping, Fabrication and Welding Jobs.
- Plant Construction and Commissioning.
- Supply of Heavy Equipment



LOW CURRENT

UNITED KEYS provides best combination of infrastructure security and low current systems like Access Control, Fire Alarm System, Fire Suppression System, CCTV System, MATV/IPTV System, Public Address System, Audio Video System, Analog/Digital Communication System, Network/IT System etc. which will meet customers' needs and satisfaction in coordination with our international suppliers and has executed various projects in the areas of Saudi Arabia.

MANPOWER AND EQUIPMENT SUPPLYING

We engaged in providing of Professional Engineers, Technicians, Skilled & Non-skilled Manpower and Equipment for long- or short-term basis for maintenance projects, site developments, industrial waste management, land development, mobility and other routine industrial plant operation/maintenance. We maintain a comprehensive inventory of heavy and light equipment (with and without operators) such as various size of cranes, forklifts, dozers, graders, dumpers, tractor heads, trailers, boom trucks, vacuum tankers, compressors, generators, welding machines, sandblasting and paint units, sledge pumps, pneumatic and hydraulic impact tools, pipe cutters and various miscellaneous equipment. We have full-fledged vehicle/equipment laydown and maintenance workshop facilities with a dedicated team of fully trained mechanics and technicians who also provide onsite maintenance to the rented equipment.



LIST OF COMPLETED & RUNNING PROJECTS

S. No.	Project Description	Client	Status
1.	Aqua Raffles, Jeddah, (Chilled water pipe , Ducting & Plumbing and elec. works	Sharqawi Co.	Running
2..	King Abdul Aziz Airport (Premier Parking & Railway platform (Fire fitting & Chilled water pipe and Equipment connection and Elc. works	SBG	Completed
3.	Construction of Elc. Duct Bank (03 ways & 06 ways)	MASCO	Completed
4.	Building Construction Works with all EM works	Al Osais	Completed
5.	Modification of all EM works in Kitchen & Mess Hall	EPCCo	Completed
6.	Supply and Installation of Site Offices	EPCCo	Completed
7.	Construction of Elc. Manholes with Duct Bank and bell mouth	Saudi TKT	Completed
8.	Excavation Work for ARAMCO Pipeline, and Elc. Works in Yanbu	Bonatti	Completed
9.	Road Work (Sub Base, Sub Grade and Asphalt) underground MEP Facilities Ras Al Khair (02 Km)	Al Khudri	Completed
10.	Erection of Lighting Poles and Construction of Drainage Channels	MASCO	Completed
11	Project in Rabigh with China company CCS cable pulling for LV& Inventor Cable terminations LV& Inventor	CSS	Completed
12	Installation of Modules panels and same work with green expert for energy company in Rabigh project and with L&T in new industrial city Jeddah.	GEEC	Completed



QUALITY CONTROL PROGRAM

S. No.	Content
1.0	Company Policy and Scope of Work
2.0	Organization, Authority, Responsibility and Qualifications of Quality Control Personnel
3.0	Quality Control Plan and Procedure
4.0	Material Control
5.0	Construction Process, Inspection and Test Control
6.0	Non-Conformance and Corrective Action
7.0	Record and Document Control
1.0	Company Policy and Scope of Work
1.1	This Quality Control Plan is established to assure that all phases of Construction, Inspection and testing activities are performed in accordance with the requirements of the construction procedures, applicable codes, specifications and drawings and that the Contractor's work, in general, is performed to a high standard of workmanship.
1.2	The Quality Control Manager is responsible for plan implementation and shall report directly to the Project Manager.
1.3	The Quality Control Manager has authority to identify problems, initiate corrective action, recommend solutions and stop work when necessary, or as directed by Construction Manager.
2.0	Responsibility and Qualifications of Quality Control Personnel
2.1	This section describes the Quality Control Organization, which will implement the Quality Control Plan.
2.2	The Project Manager
2.2.A	The Project Manager shall report directly to the Management of MMT.



- 2.2.B He shall be responsible for assuring compliance with the approved, Quality Control Plan for all construction, inspection and testing activities at the site.
- 2.2.C He shall be responsible, through his organization, for supervising the construction work and assuring availability of adequate tools, equipment, Manpower and supervision.
- 2.2.D He shall be responsible for procurement, receipt and storage of all materials.
- 2.2.E He shall maintain a clean and safe site.
- 2.2.F He shall represent the Contractor for all contractual matters and liaison with the Construction Manager

2.3 Quality Control Manager

- 2.3.A The Quality Control Manager shall report directly to the Project Manager.
- 2.3.B He shall be responsible for the implementation of the approved Quality Control Plan and assure compliance with the requirements of the Contract Specifications and Drawings.
- 2.3.C He shall maintain adequate qualified Quantity Control Staff to perform all tasks required by the approved Quality Control Plan and contract specifications.

2.4 Quality Control Inspectors

- 2.4.A The quality Control Inspectors shall report directly to the Quality Control Manager.
- 2.4.B The Quality Control Inspector shall perform the inspection and testing activities directed by the Quality Control Plan/Procedures and/or the Quality Control Manager and shall record results of inspection and tests on the inspection checklists and transmit these to the Quality Control Manager for incorporation in the Quality Control Report.
- 2.4.C The Quality Control Inspector shall implement the approved Quality Control Plans directed by the Quality Control Manager.

3.0 **Quality Control Plan and Procedure**

- 3.1** The Quality Control Manager shall be responsible for preparation, obtaining approval of, and issuing of the Quality Control Plan and required inspection and testing procedures. The Quality Control Plan prepared by Quality Control Manager shall be reviewed and accepted by the Management of the Contractor.
- 3.2** The Quality Control Plan shall submit to the Construction Manager for approval.
- 3.3** The Quality Control Manager shall be responsible for revising the Quality Control Plan to the satisfaction of the Construction Manager.
- 3.4** The Quality Control Manager shall distribute the approved Quality Control Plan to the responsible supervisors in the field. Revisions to



the Quality Control Plan shall be controlled in the same manner as the original plan and require the same review and approval.

3.5 If during the life of the contract, the Construction Manager determines the Quality Control Plan does not adequately cover all the inspection and testing requirements; the Quality Control Manager shall revise the plan in accordance with the Construction Manager.

3.6 The Quality Control Manager shall be responsible for notifying the Construction Manager in writing of any proposed changes to the Quality Control Plan and obtain approval to implement the changes.

4.0 Material Control

4.1 The Material Controller shall be responsible for establishing and implementing a material control program that describes controls for procurement, receipt and storage of material, Equipment, sub-assemblies, components, parts, tools, instruments, etc. (hereinafter referred to us "materials & items") and services.

4.2 The purchase requisition shall be initiated by the responsible supervisor. The requisition shall include, but not be limited to, the following information.

4.2.A Description of Material or item, Specification, Standard, Type, Grade, etc.

4.2.B Quantity.

4.2.C Identification and Marking Requirements.

4.2.D Testing & Inspection Requirements and Applicable Documentation, if any.

4.2.E Reference to Drawings and/or Specification.

4.2.F Packing/Shipping Instruction and Location.

4.3 The Quality Control Manager shall be responsible for reviewing the Purchase Requisition and verifying that all the necessary Quality related requirements are included in the requisition, and also verify selection of 'Approved Vendor' on the Final Purchasing Document.

4.4 The Quality Control Manager and the Material Controller shall establish a list of 'Approved vendors' based on Part Performance, and/or Source Inspection at the Vendor's Plant. The Quality Control Manager shall be responsible for assuring through surveillance inspection that the vendor's activities for the manufacture of materials and items or supply of services is performed in accordance with the requirements of the specification, which must be approved by the Construction Manager.

4.5 On receipt of materials or items, the Materials Supervisor and the Quality Control Manager shall be responsible for inspecting the shipment for requirements of purchasing and shipping damages.

4.6 The Material Controller shall establish shortage requirements for all materials and items, and shall maintain the materials or items in proper storage until ready for construction.



4.7 The Quality Control Manager shall be responsible for surveillance inspection of materials and items in storage.

5.0 Construction Process, Inspection and Test Control

5.1 The Project Manager shall be responsible for implementation of a construction process control program, which established construction requirements and sequence of operations. The Quality Control Manager shall be responsible for establishing an inspection and testing program which provides verification and assurance by Quality Control through inspection and testing that the construction complies with the requirements of the contract specifications.

5.2 The Construction Procedures, Inspection and Test Plan shall be used to establish the construction sequence and inspection requirements on the inspection checklist. The Quality Control Manager shall be responsible for reviewing the inspection checklist to verify that all Inspection requirements are included on the checklist. Construction Manager shall be notified in writing, prior to commencement of construction activity, of all tests and Inspections.

5.3 All inspection shall be performed by qualified Quality Control Inspectors, during the Construction activity. The results of inspection shall be documented on the inspection Checklist.

6.0 Non-Conformance and Corrective Action

6.1 The Quality Control Manager shall be responsible for implementing a program that controls the identification, documentation, and when possible, segregation of materials items or conditions that do not conform to the requirements of the design specifications drawings and standards.

6.2 If non-conformity is suggested or known to exist, the materials or items not conforming shall be segregated and the Quality Control Manager shall be responsible for initiating a non-conformance report.

6.3 When conditions exist which are adverse to quality, other than material on the Quality Control Manager will initiate a non-conformance report.

6.4 The Project Manager shall recommend a disposition for the non-conformity and obtain the concurrence and approvals of the Construction Manager.

6.5 The Quality Control Manager shall be responsible for verifying that, the appropriate approved disposition is implemented by the Construction Supervisor.

6.6 The Quality Control Manager shall review all non-conformance reports once a month and shall assure that appropriate corrective action is initiated and implemented to prevent recurrence of the non-conformity. He shall prepare a summary of all non-conformance and corrective actions and report it to the Project Superintendent and the Construction Manager.



- 7.0 Record and Document Control**
- 7.1** The Quality Control Manager shall be responsible for initiating and implementing a program that controls the collection, storage and maintenance of quality control records generated throughout construction.
- 7.2** Records shall be maintained and stored in such a manner as to preclude deterioration.
- 7.3** Prior to the Construction Manager's acceptance of a specific site, the contract requirements for transferring records to the Construction Manager for final storage shall be defined and implemented. When records are not transferred to the Construction Manager they must be maintained for the period of warranty specified in the Contract, by the Contractor.
- 7.4** The Quality Control Manager shall monitor to assure that the document control procedure is implemented in the field.

SAFETY PROGRAM

S. No.	Content
1.0	Organization
1.1	Duties and Responsibilities of Authorized representatives.
1.2	Duties and Responsibilities of Safety Supervisor.
2.0	Education and Orientations
3.0	Safe Work Practices and Procedures
3.1	General
3.2	Housekeeping
3.3	First Aid
3.4	Electrical
3.5	Hand and Portable Power Tools
3.6	Material Handling and Heavy Equipment
3.7	Ladders
3.8	Scaffolding
3.9	Cutting and Welding Operators
3.10	Excavation and Trenches
3.11	Project Site Traffic Regulations
3.12	Safe Passage



4.0 Violation Control and Punishment

5.0 Accident Reporting Procedure

1.0 Organization

1.1 Duties Responsibilities and Authorities of Authorized Representatives.

- 1.1.1 Be responsible for administration arrangement, operations and directions of accident prevention program.
- 1.1.2 Establish and maintain safety rules and requirements.
- 1.1.3 Provide technical assistance to Eliminate or control unsafe behavior and environment.
- 1.1.4 Conduct accident investigations and reporting and check completeness and accuracy of corrective actions.
- 1.1.5 Recommend appropriate action to remove or Control hazard and conduct follow-up Inspection in ensure compliance.
- 1.1.6 Conduct safety orientation for all newly hired employers.
- 1.1.7 Instruct and educate the Site Engineers and foremen who are designated to follow the various kinds of construction procedures and report all injuries no matter how minor they may be
- 1.1.8 Establish and conduct discipline and punishment to the violators of safety regulations rules and/or requirements such punishment includes transfer from one post to another or ultimately, dismissal.
- 1.1.9 Be responsible to supervise the Safety Organization.
- 1.1.10 Report accidents and relating safety matters to the Royal Commission and maintain all records relating to safety, which are required.

1.2 Duties and Responsibilities of Safety Supervisor.

- 1.2.1 Assist safety officer to eliminate and control unsafe behavior and environment.
- 1.2.2 Periodically inspect, and order maintenance of, Safety tools, protection tools fire extinguishers etc.
- 1.2.3 Conduct accident investigations and reporting recommend appropriate action to remove or control the use; of gasoline and similar flammable products in conduct follow-up inspections to insure compliance.
- 1.2.4 Be responsible to, prevent fire hazards.
- 1.2.5 Supervise and control the activities of the Safety Engineer.
- 1.2.6 Plan, and conduct safety surveys and inspections giving particular attention to accident hazards and all new operations as the works progress.
- 1.2.7 Instruct and educates any employees who become Safety representative on various construction activities and rescue them to report all injuries no matter how minor they may be.
- 1.2.8 Be responsible to establish and maintain safety facilities signboards.
- 1.2.9 Be responsible to establish and maintain discipline in all work areas.



2.0 Education and Orientations

- 2.1** Instructions and guidelines will be provided by the Safety Engineer and/or Foreman, as is required by the changing nature of the work and personnel.
- 2.2** Any work area, which is considered hazardous, will be tagged. Barricaded and appropriate warning signs will be posted.
- 2.3** The same safety practices procedures; orientation and instructions are to be provided to subcontractors working on the site.
- 2.4** Should it be deemed necessary, meetings will be held on site to re-educate employed personnel to safety requirements.
- 2.5** Safe Work Practices and Procedures.

3.0 Safe Work Practices and Procedures

3.1 General

- 3.1.1 Know how to do your job. Check your work areas to determine what problems and hazard may exist. Your activity may endanger fellow workers or nearby equipment and materials. Take necessary steps to safeguard them. Review the safety requirements or each assigned job with your supervisor you will not be exported to do a job, which might result in injury, to yourself or others.
- 3.1.2 Be sure you understand emergency instructions anticipate what you will do in case of an emergency.
- 3.1.3 Report un-safe equipment, hazardous conditions and unsafe acts, to your supervisor.
- 3.1.4 Use safety equipment when it is required.
- 3.1.5 Practice good housekeeping in your work area. Do not leave materials, which will be hazardous to others.
- 3.1.6 For your protection, obey all warning signs such as "KEEP OUT", "NO SMOKING" and "AUTHORIZED PERSONNEL ONLY".
- 3.1.7 Do not use compressed air or oxygen to blow dust or dirt clothing.
- 3.1.8 Carbon Tetra Chloride must not be used for any purpose on the job.
- 3.1.9 Adequate Sanitary Facilities provided on the Job-site Do not use any other area.
- 3.1.10 Failure to follow practices relating to your safety or that of fellow employees.

3.2 Housekeeping

- 3.2.1 Good housekeeping is an important part of the safety program. It is the responsibility of all employees, supervisors & craftsman alike. To practice good housekeeping.

3.3 First Aid

- 3.3.1 Report all injuries immediately, no matter how minor, to your supervisor. Treatment will be given, and the incident will be recorded.



Should later medical care be needed, you will have a record in First Aid of your injury.

- 3.3.2 You must notify your supervisor prior to leaving the jobsite because of a work-related injury or illness.
- 3.3.3 Drugs, tranquilizers and insulin must not be taken on the job unless authorized in writing by your personal physician and in all instances your supervisor be notified.
- 3.3.4 Any employee who has physical handicap, such as diabetes, impaired eyesight or hearing, back or hernia or fear of heights, tell your supervisors, you won't be expected to do a job which might result in injury to yourself or others.
- 3.3.5 First Aid teams are organized and trained to render assistance. In the event of an injury or illness you will get proper first aid treatment.
- 3.3.6 Never move an injured or seriously ill person unless necessary to prevent farther injury. Emergency steps regarding First Aid are posted throughout the jobsite. Familiarize yourself with them.
- 3.3.7 First Aid should not be administered by non-designated employees except in case of severe bleeding or cessation of breathing.

3.4 Electrical

- 3.4.1 All electrical tools and equipment must be grounded or double insulated.
- 3.4.2 Damaged or defective electrical tools must be tagged cut of service and returned immediately.
- 3.4.3 Electricians are the only employees authorized to repair electrical equipment. Tampering with or the unauthorized repair of electrical tools or equipment is prohibited.
- 3.4.4 Temporary electric cords must be covered or elevated wherever possible. They must be kept clear of walkways and other location where they may be exposed to damage or create tripping hazards.
- 3.4.5 Splices in electrical cords must retain the mechanical and electrical strength of the original cable and must be jointed in a safe manner.
- 3.4.6 Temporary lighting must have guards over the bulbs. Broken and burned-out lamps must be replaced immediately.
- 3.4.7 Energized wiring in junction boxes, circuit breaker panels and similar places must be covered at all times.
- 3.4.8 Hazardous areas must be tagged barricaded and/or appropriate warning sign spotted.

3.5 Hand and Portable Power Tools

- 3.5.1 A craftsman is evaluated by the condition of his tools and how he uses them only tool in safe working condition will be issued from the tool room. You must comply with all of manufacturer's instructions.
- 3.5.2 Inspect your tools daily to ensure that they are in proper working order. Damaged or defective tools must be returned immediately for repair.



- 3.5.3 Powersaws, grinders and other power tools must have proper guards in place at all times Removing guards or rendering them inoperative may be grounds for discharge.
- 3.5.4 Power tools should be hoisted or lowered by handles or bucket, never by the cord or hose.
- 3.5.5 To prevent employees from tripping and falling, cords and hoses must be kept out of walkways, off stairs and ladders. They must be secured a minimum of 2.2m above walkways, runways and ramps, wherever possible, so as not to create a tripping hazard or to be subjected to damage from equipment or materials.
- 3.5.6 When using the tools listed below working near others using such tools, you must use tile additional personal protective equipment specified. If you have questions about tile protective equipment or safety rules ask your supervisor.

3.6 Material Handling and Heavy Equipment

- 3.6.1 All portable electric tools must be grounded (except underwriters Laboratory approved, double insulated tools).
- 3.6.2 An approved safety check valve must be installed at the manifold outlet of each supply line for hand-held pneumatic tools.
- 3.6.3 All pneumatic hose connections must be fastened securely.
- 3.6.4 Safety clips or retainers must be installed on all pneumatic tools to prevent the accidental expulsion of the tools from the Barrel.
- 3.6.5 All fuel-powered tools must be shut down while being refueled Smoking is prohibited during refueling operations.
- 3.6.6 Only employees who possess valid credentials are permitted to use power-actuated tools. Follow all manufacturers' instructions when using power-actuated tools.
- 3.6.7 All Cranes, hoists, motor vehicles and heavy equipment must be operated and maintained to conform to the established standards.
- 3.6.8 All cranes, hoists, motor vehicles and heavy equipment must be inspected prior tousle. All deficiencies must be repaired before the equipment is used.
- 3.6.9 Operators should take signals from only one man in an emergency however; any one can give a stop signal.
- 3.6.10 Only standard hand signals will be acknowledged.
- 3.6.11 Routine maintenance, fueling or repairs must not be performed while the equipment in use or power is on.
- 3.6.12 When handling or recharging batteries or using. Jumper cables, wear safety glasses.
- 3.6.13 Accessible areas within the swing radius of all cranes should be barricaded to prevent employees from being crushed by the counter weight.
- 3.6.14 A designated employee must observe clearance of the equipment and give timely warning for all operations where the operator's vision is obstructed.



- 3.6.15 The parking brake must be set whenever the vehicle is parked.
- 3.6.16 The erection and operation of personnel hoists must conform to established standards.
- 3.6.17 Prior to placing a hoist into service, functions and safety services must be tested thoroughly under the supervision of qualified personnel.
- 3.6.18 The erection and operation of material hoists must conform to established standards.

3.7 Ladders

- 3.7.1 Job-made ladders must be constructed to conform to the established OSHA/MSHA standards.
- 3.7.2 Broken or damaged ladders must not be used. Repair or destroy them immediately. Ladders to be repaired must be tagged "DO NOT USE" and removed from the work area.
- 3.7.3 Do not splice together short ladders to make a longer ladder.
- 3.7.4 All straight ladders must be tied off at the top or otherwise secured to prevent movement.
- 3.7.5 Metal ladders must not be used for electrical work or in areas where they could contact energized wiring.
- 3.7.6 Ladders should not be placed against movable objects or project into passageways without protection.
- 3.7.7 The base of the ladder must be set back a safe distance from the vertical approximately one fourth of the working length of the ladder.
- 3.7.8 Ladders used for access to a floor or platform must extend at least 0.9m above the landing area.

3.8 Scaffolding

- 3.8.1 Each scaffold must be inspected and approved by tile foreman, prior to initial use, after alteration or moving.
- 3.8.2 There is no such thing as a temporary scaffold. All scaffolds must be erected and maintained to conform to established standard.
- 3.8.3 Guardrails, midtrial and toe boards must be installed on all open sides of scaffolds when in use. They should construct for components furnished by manufacturer or from 50 mm x 100 mm lumber.
- 3.8.4 Scaffold planks must be at least 50 mm x 300 mm full thickness lumber, structural grade or equivalent. They must be cleaved or secured and must extend over the end supports at least 150 mm, but not more than 300 mm.
- 3.8.5 All scaffolds must be fully planked; no employee must work from a single plank.
- 3.8.6 Scaffold planks must be visually inspected before use.
- 3.8.7 Access ladders must be provided for each scaffold. Climbing off' the end frames is prohibited unless their design incorporates an approved ladder.
- 3.8.8 Scaffolds must be tied off to the building or structure.



- 3.8.9 Do not overload scaffolds. Material should be brought up as needed. Remove excess material and scrap from scaffold when work is completed.
- 3.8.10 Barrels, boxes, kegs and similar unstable object must never be used as work platforms or to support scaffolds.
- 3.8.11 Unauthorized personnel shall not alter scaffolds or work platforms.

3.9 Cutting and Welding Operators

- 3.9.1 Cutting and welding operations have a high potential for personnel injuries and fires. When performing either, you must always follow these precautions.
- 3.9.2 Before starting to cut or weld, you must inspect your work area to ensure that sparks or melted metal won't fall on combustible material. If you can't provide the necessary safeguard check with your supervisor.
- 3.9.3 When burning or welding, you must wear approved eye protection goggles, face shields or welding helmets. Always use the recommended protectors for the application of the specific working operations.
- 3.9.4 Never weld or burn oil barrels, tanks, piping or other systems, which may have contained either combustible or unknown products, without first obtaining approval from Safety Representative or other responsible authority.
- 3.9.5 The protective caps must be kept on all cylinders not in actual use.
- 3.9.6 All cylinders must be properly secured to prevent tripping.
- 3.9.7 Oxygen and acetylene (or other fuel gas) cylinders in storage must be separated from each other.
- 3.9.8 Welding, burning and heating performed in confined spaces may require general mechanical or local exhaust ventilation to reduce the concentrations of smoke and fumes to acceptable levels. Safety Representative must be consulted prior to starting these operations.
- 3.9.9 If adequate ventilation cannot be provided, employees must be provided with, and required to use, air supplied breathing apparatus.

3.10 Excavation and Trenches

- 3.10.1 Trenches 1.5m or deeper must be shored or sloped back to the angle of repose. Any excavation in unstable soil may require shoring or sloping.
- 3.10.2 All material from the excavation must be placed at least 0.5 meter from the edge of the excavation. Precautions must be taken to prevent such materials falling into the excavation.
- 3.10.3 All excavations should be properly barricaded.
- 3.10.4 Safe access must be provided to all excavations by means of ladders, stairs or ramps.
- 3.10.5 All excavations should be backfilled and properly consolidated and the surface left in good condition, as soon as practical.



3.11 Project Site Traffic Regulations

- 3.11.1 All persons driving a vehicle on the project site must observe the project Site Traffic regulations. A vehicle is defined as any type of vehicles or Construction equipment Cable of movement on project roads.
- 3.11.2 Drivers should not exceed speed limits.
- 3.11.3 Do not cut back to your side of the road, after passing another vehicle, until you are sure it is safe to do so.
- 3.11.4 Do not run you vehicle side by side with another vehicle going in the same direction of travel.
- 3.11.5 Drivers should slow down when driving through all congested areas. Give pedestrian traffic full consideration.
- 3.11.6 Do not cut corners - keep on the right - hand side of the road until you make your turn and enter the road into which you are turning on the right-hand lane of the road.
- 3.11.7 When approaching slow moving vehicles, animals, an accident or anything unusual slow down.
- 3.11.8 Do not drive on the shoulder of the road.
- 3.11.9 Do not follow the vehicle in front of you too closely. (Do not tail gate).
- 3.11.10 Drivers shall not drive around barricades in the roadway or on the side of the road, which is barricaded.
- 3.11.11 Any emergency vehicle, when responding to an emergency-call, shall have the right of-way over all other traffic.

3.12 Safe Passage

- 3.12.1 Safe passages should be marked to distinguish from work areas.
- 3.12.2 Materials or hazards should be kept out of safe passageways.
- 3.12.3 Designated safe passageways shall be kept clear from any obstacles for all vehicles and pedestrians.

4.0 Violation Control and Punishment

- 4.1.1 To ensure safety, disciplinary measures shall be imposed to violators of safety regulations, rules and/or requirements, for instance;
 - 4.1.1.1 Anyone whose thoughtlessness, inattention or lack of knowledge has resulted in injury or property damage.
 - 4.1.1.2 Anyone whose violation of safety or security regulation has resulted in property damage or hindrance to the orderly working operations.
 - 4.1.1.3 Anyone who fails to report any kind of accident or tries to cover up one.
 - 4.1.1.4 Anyone who misleads or cooperates with the actions described above in Article 4.0, Clause 4.1.1, 4.1.2 and 4.1.3.
 - 4.1.1.5 The severity of punishment wills he decided by the Site Supervisor initially. In cases of complaint, these will be referred to the Branch Office.



5.0 Accident Reporting Procedure

- 5.1** All accidents that occur on the project site or reroute to and from the project site are to be reported immediately.
- 5.2** First - Take care of the injured
 - 5.2.1 In case of injury, requiring ambulance or medical attention at the scene of the accident.
 - 5.2.2 Call the Hospital using any phone on the project or nearby.
- 5.3** Second- Report Accident.
 - 5.3.1 During Normal or After Work Hours.
 - 5.3.2 Report immediately to the Safety Supervisor who shall in turn inform the Authorized Representative in the Branch Office.
- 5.4** Contacting GOSI.
- 5.5** All accidents occurring on sites must be reported to GOSI. The site safety Engineer or Supervisor must report all accidents to the Branch Office, for their follow up.

SOLAR ENERGY SYSTEM

**Project in Rabigh with China company CCS cable pulling for LV& Inventor
Cable terminations LV& Inventor**

Installation of mechanical tracking system

**Installation of Modules panels
and same work with green expert for energy company in Rabigh project
and with L&T in new industrial city Jeddah.**



Safety is a team effort!

Every injury must be reported immediately. Even a slight cut or strain injury must be reported immediately. Accidents and injuries must be reported to your supervisor, management or safety officer immediately. "IMMEDIATELY" MEANS WHEN THE ACCIDENT OR INJURY OCCURS. Never leave the job site or clock out before reporting the accident or injury.

Serious injuries that require emergency medical care must be reported to management immediately after emergency care has been provided.

All accidents will be thoroughly investigated!

Employees must cooperate with management during any accident or injury investigation!

Remember, Always Work Safe! Accidents Hurt Everyone



EQUIPMENT LIST

SN	Description	Quantity
1	Concrete Mixer (Benford-1.5 M3)	3
2	Generator (Onan-66 KVA)	2
3	Generator (catapiller-77 KVA)	1
4	Electric welding machine (Lincoln 400 Amps)	4
5	Diesel compressor (Atlas copco-300Ft3)	2
6	Steel cutter/bender (Onan-HZ50/50)	6
7	Pick up	2
8	Airless Spray Machine	2
9	Pump Injection Machine	3
10	Grinding Machine	2
11	Scarifier	2
12	Shot-blasting Machine	1
13	Handheld Grinders (7 inch)	12
14	Handheld Grinders (4.5 inch)	20
15	Mini Van	1

MANPOWER:

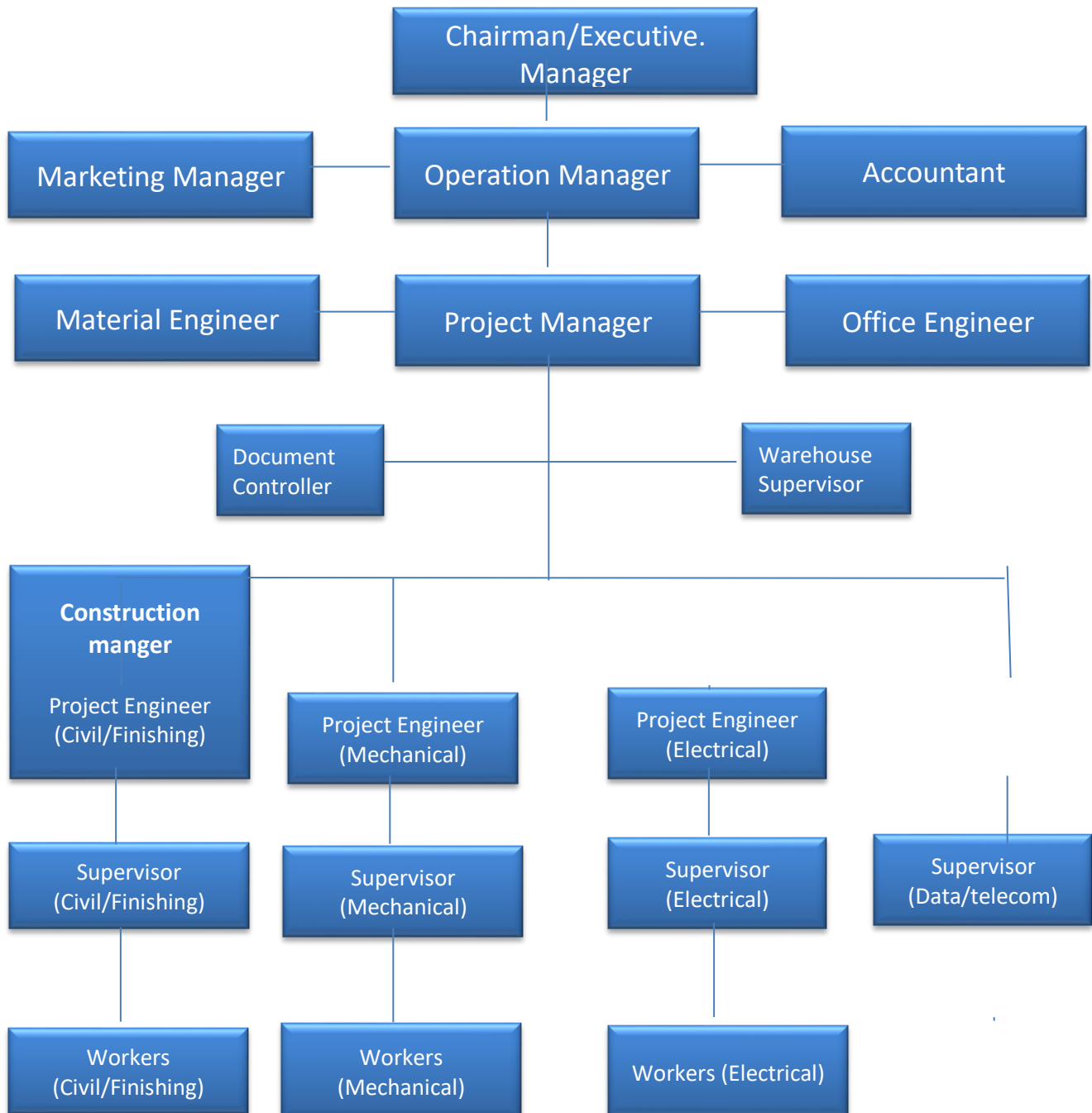
Civil Eng. 2 Mechanical Eng. 3 Supoervoiser 6 Forman 12

Labors 170 Eclectrations 34 Plumbers 15 Drivers 15

Opertaors 7

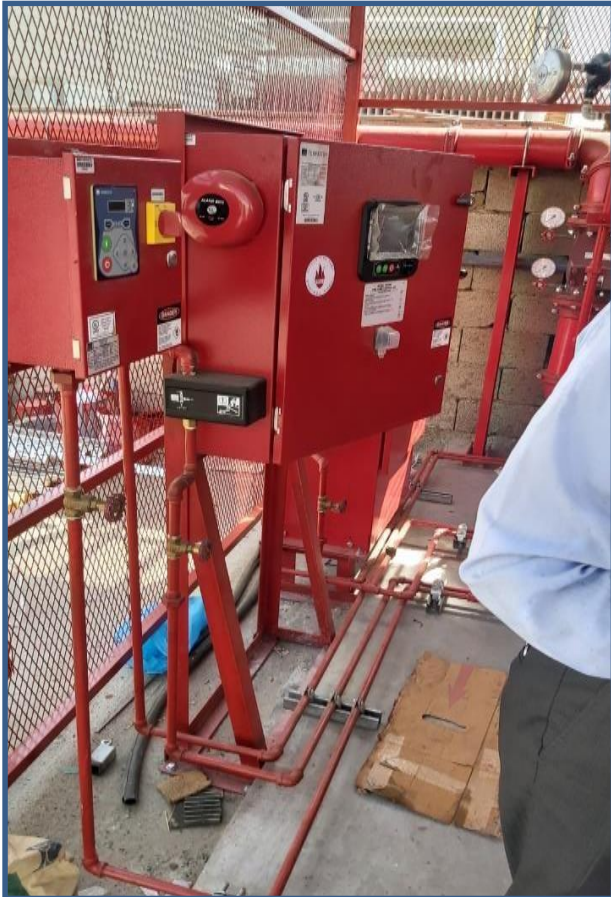


ORGNAISATION CHART

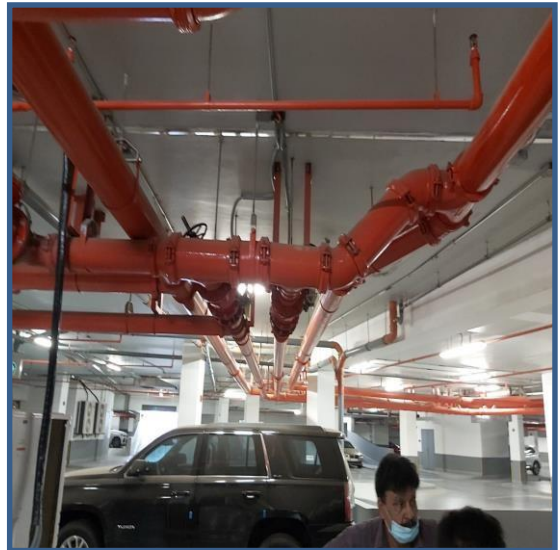


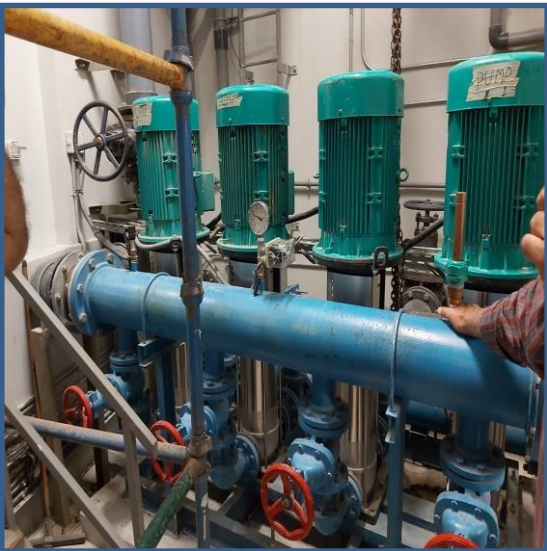


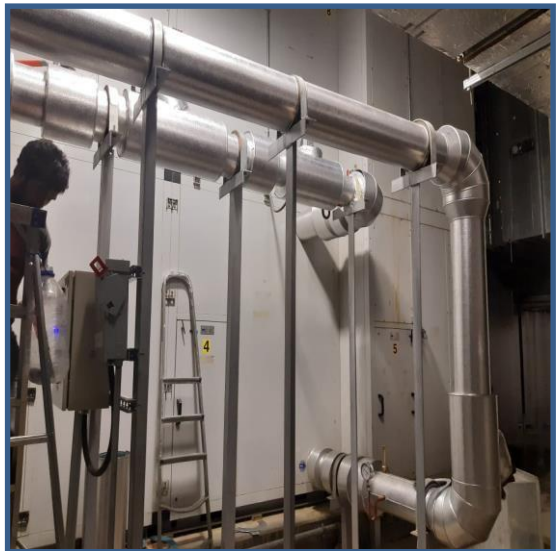
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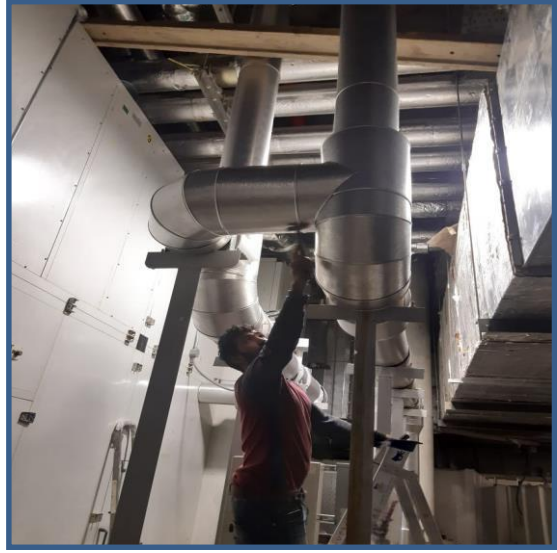












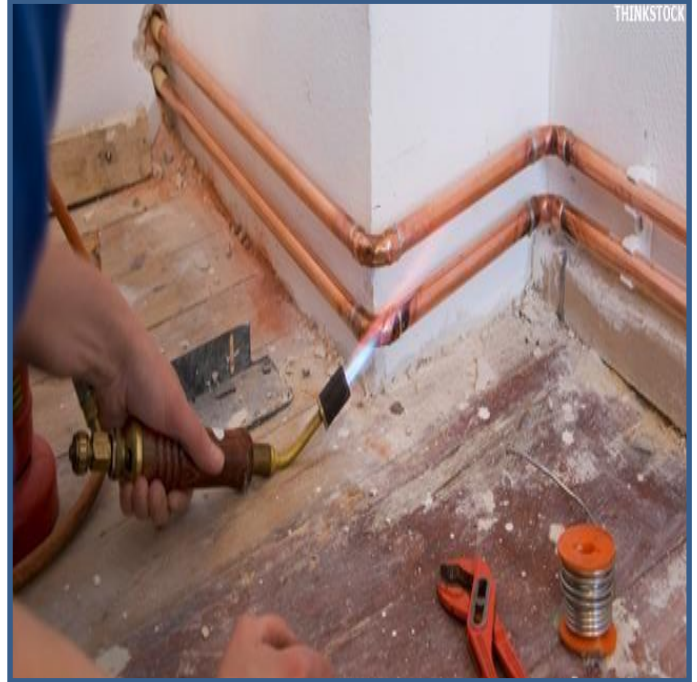


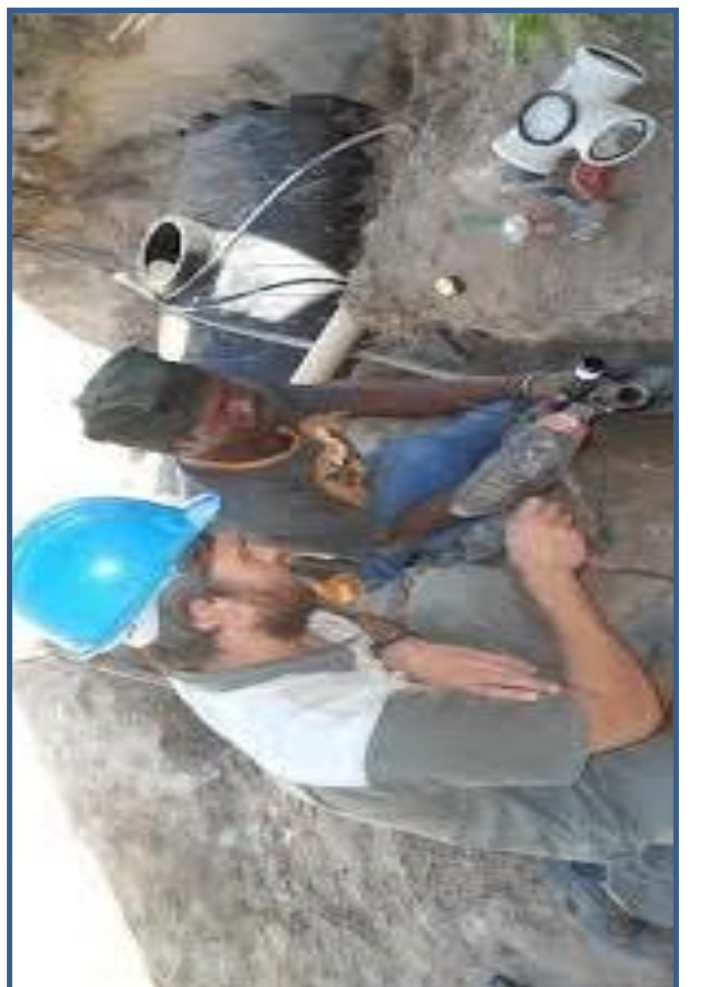


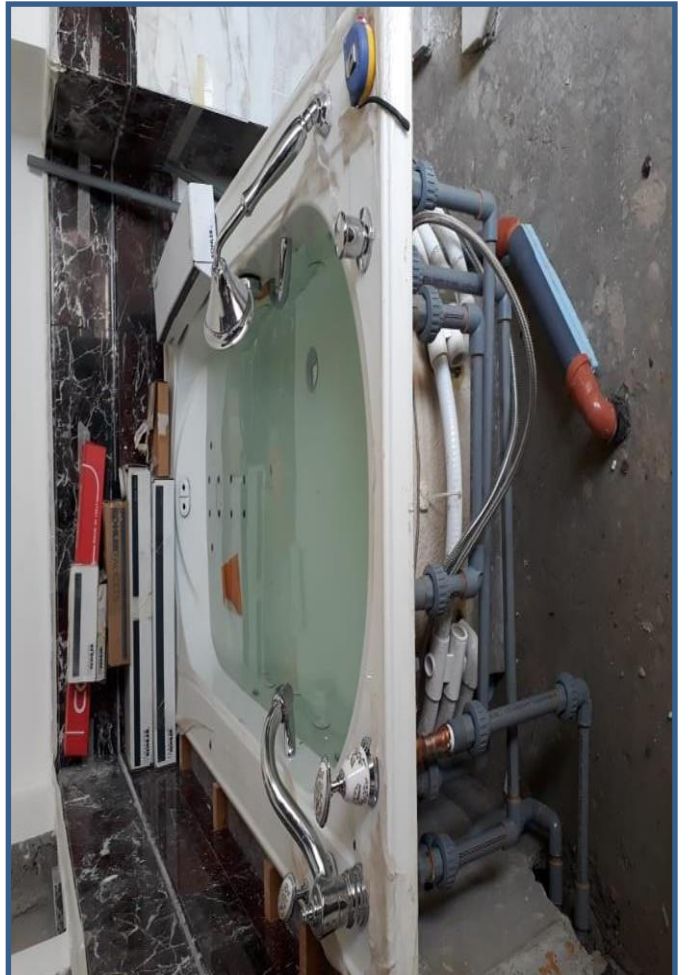


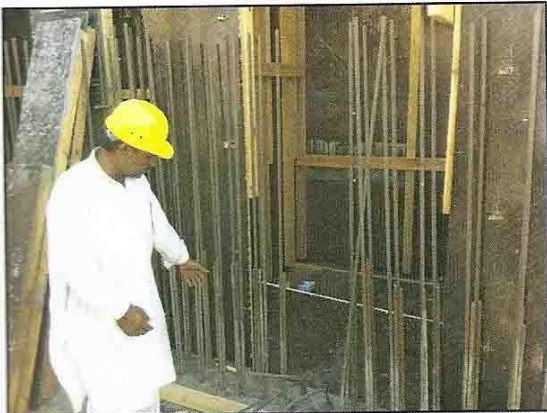
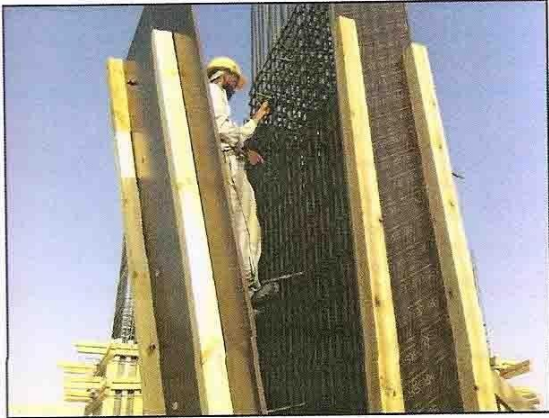


Plumbing Work



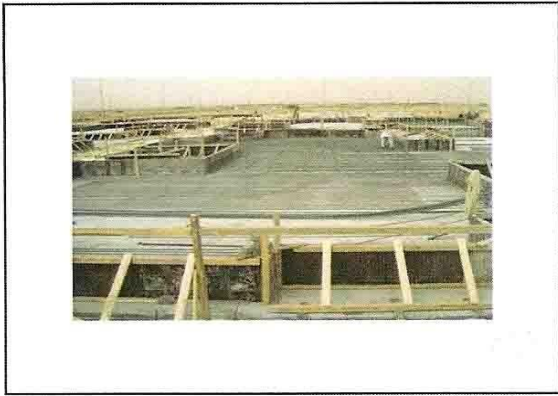








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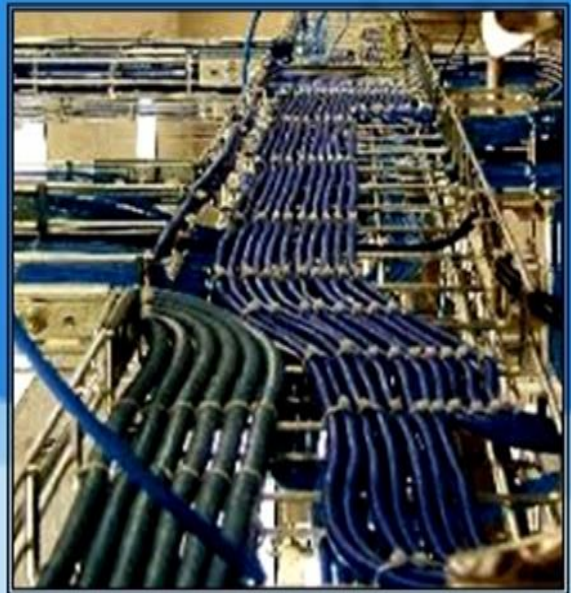






ELECTRO-MECHANICAL DIVISION

- Power distribution system
- Transformers, panel boards
- Lights and lighting system
- Fire alarm systems
- Firefighting network





Company Documents

٧٠٣٠٣٢٩٠٥٨

الرقم الموحد :

٤٠٣٠٤٨٢٠٥٣

رقم المنشأة :

التاريخ : ١٤٤٤/٠١/٢٣ هـ

شهادة تسجيل الشركة Company Registration Certificate

وزارة التجارة
Ministry of Commerce



الدسم التجاري للشركة : شركة مفاتيح الخير المتحدة للمقاولات العامة شركة شخص واحد

نوعها : محدودة أجنبية

جنسيتها : سعودي

مدة الشركة : ٩٩ سنة

وتنتهي في : ١٤٤٦/٠٢/٠٨ هـ

تبدأ من : ١٤٤٤/٠١/٢٣ هـ

مركزها الرئيسي : ٣٢٠٩، قريش، النواحي، ٦٢٧٣

هاتف : ٥٥٤٢٧٠٨٧٨

الرمز البريدي : ٢٣٥٣١

ص. ب :

النشاط : لتأطاع على بيانات الأنشطة الرجاء مسح الرمز التجاري

رأس المال : ١٠٠٠٠٠٠٠ ريال سعودي

المديرون : 1: عبدالمجيد شويري عبدالحق شويري

2

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سلطات المدير/المديرون : حسب ما نص عليه عقد الشركة

يشهد مكتب السجل التجاري بمدينة جدة :

بأنه تم تسجيل الشركة المذكورة أعلاه بمدينة جدة :

وتنتهي صلاحية الشهادات في : ١٤٤٥/٠١/٢٣ هـ

بموجب الإصدار رقم : ٢٢٢٨٥٠١٢

وتاريخ : ١٤٤٤/٠٨/٣٠ هـ



To Verify the Information of this Certificate Visit www.moc.gov.sa | المملكة العربية السعودية | Kingdom of Saudi Arabia | الرياض 11162 | +966 11 254 4444 | MO.gov.SA



رقم الشهادة : ١٠٣٢٢٠٠٠٢٣٨٨١٦٢
التاريخ : ١٤٤٤/١/٢٧ هـ
الرقم المميز : ٣١١٣٨٢٢٠٦٧



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

المملكة العربية السعودية
الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax

شهادة CERTIFICATE تسجيل

تشهد الهيئة العامة للزكاة والدخل بأن المكلف / شركة مفاتيح الخير المتحدة للمقاولات
العامة شركة شخص واحد

شركة رقم ٧٠٣٠٣٥٩٠٥٨ وسجل تجاري / رخصة / عقد رقم ٤٠٣٠٤٨٢٠٥٣
مسجل لديها بالرقم المميز ٣١١٣٨٢٢٠٦٧ بتاريخ ١٤٤٤/١/٢٣ هـ.

وقد منح هذه الشهادة لتمكينه من إنهاء جميع معاملاته ما عدا صرف مستحقاته النهائية
عن العقود .

يسري مفعول هذه الشهادة حتى تاريخ ١٤٤٥/٠٦/١٢ هـ الموافق ٢٠٢٣/١٢/٢٥ م .
(الثاني عشر من جمادى الثاني ألف و أربعمئة و خمسة و أربعون هجري)



الختم الرسمي

هذه الوثيقة مستخرجة من النظام الآلي ولا تحتاج إلى توقيع
لا يعتد بهذه الشهادة إلا بعد التحقق من موقع الهيئة www.gazt.gov.sa



تاريخ الإصدار: 2022/11/01
الرقم المميز: 3113822067



الهيئة العامة للزكاة والدخل
General Authority of Zakat & Tax



اسم المكلف: شركة مفاتيح الخير المتحدة للمقاولات العامة شركة
شخص واحد

رقم السجل/الرخصة/العقد: 4030482053

الفترة الضريبية: ربع سنوي-Quarterly

تاريخ استحقاق أول إقرار ضريبي: 2022/10/31

Taxpayer Name:

CR / License / Contract No.:

Tax Period:

First Filing due date:

قائمة فروع المكلف List of Taxpayer Branches

المدينة City	اسم الفرع Branch Name	رقم الرخصة License No.	رقم السجل التجاري CR No.
جدة	شركة المتحدة المثالية الأولى للمقاولات		4030490207



كمكلف مسجل في ضريبة القيمة المضافة، لا يجوز لك تحصيل ضريبة القيمة المضافة من عملائك قبل تاريخ
نفاذ التسجيل بالضريبة. في حال تبين غير ذلك، ستقوم الهيئة العامة للزكاة والدخل بتنفيذ الغرامات المستحقة

هذه الوثيقة مرسله من النظام الآلي ولا تحتاج إلى توقيع
- الهيئة العامة للزكاة والدخل -



SOLLAR WORKS PICTURES, RABIGH SITE WITH CCS COMPANY





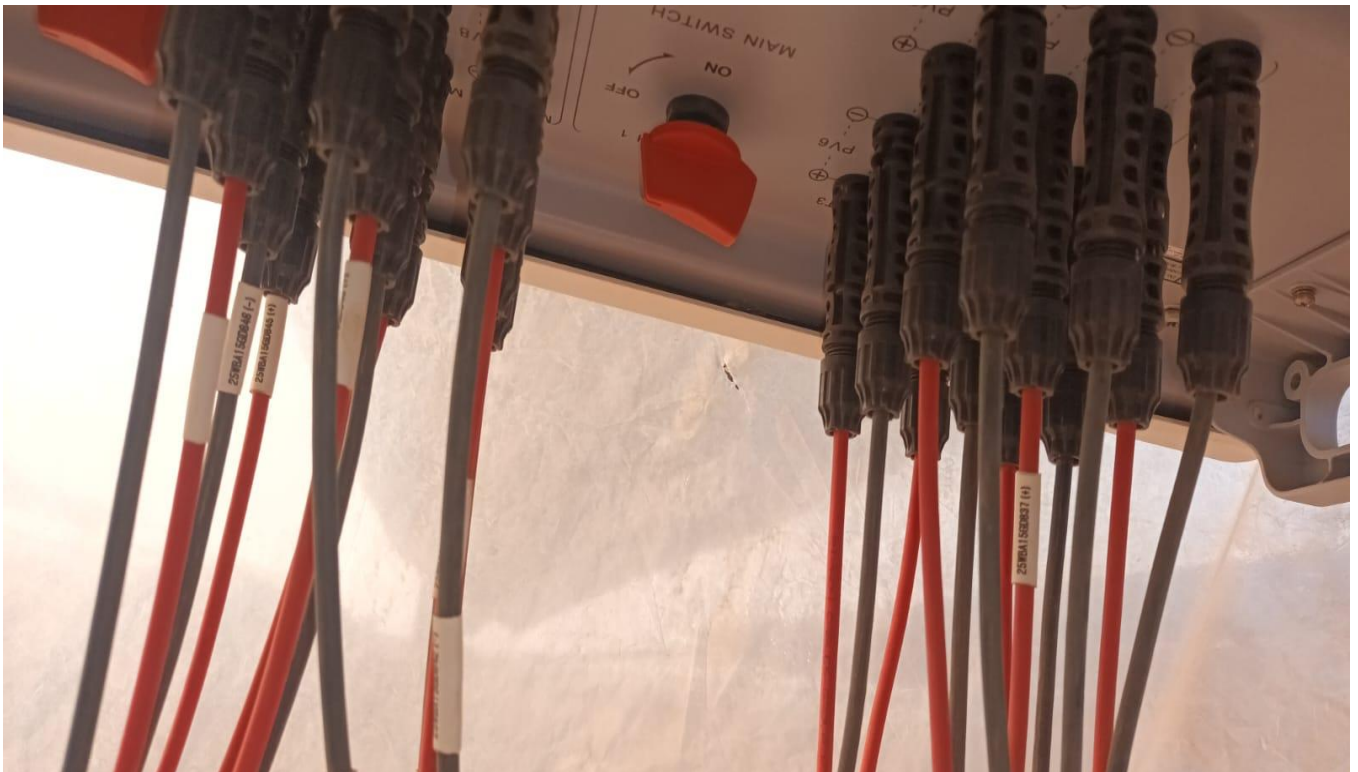


7 Nov 2022 7:12:01 am
Rabigh
Makkah Province
Tahir Mehmood HSE Supervisor
Index number: 165



中國通信服務
CHINA COMSERVICE









7 Nov 2022 7:11:51 am
Rabigh
Makkah Province
Tahir Mehmood HSE Supervisor
Index number: 164









STRUCTURAL BUILDING CONCRETE FRAMEWORKS



HIGHRISE BUILDINGS



Installation Gypsum board



STAINLESS STEEL DIVISION





***UNITED KEYS OF KHAIR GENERAL CONTRACTING
COMPANY***

***Thank you
Contact details
Jeddah KSA
Al Quraish Road - Jeddah
Mobile: +966 554270878
Email: info@united-keys-k.COM
Web: www.united-keys-k.com***

