GENERAL

ABALAKATECH RESOURCES LIMITED is a privately owned Engineering, Construction, installation & Maintenance, Procuring and Consulting Firm established in the first quarter of the year 2005 as a limited Company.

This company operated as ABALAKATECH RESOURCES LIMITED since the first quarter of the year, 2000as a registered Business Organization until it was incorporated in the year,2005 with the Registration Certificate,R. C.: 618926 with her Head Office at 120, Ahoada Road. Omoku – Onelga, Rivers state of Nigeria.

ABALAKATECH has reputation of successfully completed several projects with good number of Major Oil Companies as well as Engineering Companies operating in Nigeria / Abroad. These include respectively The S P D C Ltd; Nigerian Agip Oil Company ltd.; Total Fina Elf Nig. Ltd.; Ciscon Oilfield Services ltd; Sudelettra Nig. Ltd.; MOBIL PRODUCING NIG. UNLTD.; Notore Chemical Industries; Federal Ministry of Power & Steel ; Eleme INDORAMA Petrochemicals Company Limited; DAEWOO Engineering & Construction Nigeria Limited; NIGER DELTA DEVELOPMENT COMMISSION (NDDC) , Rivers State Government of Nigeria as well as the Federal Ministry of Works and Housing, etc. We are registered and delivers engineering services also to NEST OIL GROUP.

**THE MAJOR AREAS OF OPERATION OF ABALAKATECH INCLUDES BUT NOT LIMITED TO**:

1.ELECTRICAL & INSTRUMENTATION / MECHANICAL – INCLUDING PIPING, PLATFORMS & SKIDS / CIVIL PROJECT DESIGN, PROCUREMENT, CONSTRUCTION, INSTALLATION&MAINTENANCE (EPCC). LIVING CAMP PROVISION.

2.ELECTRICAL & INSTRUMENTATION /MECHANICAL / CIVIL PROJECTS QUALITY MANAGEMENT SYSTEM.

3.RURAL ELECTRIFICATION& PACKAGE SUBSTATION DESIGN/INSTALLATION/COMMISSIONING&MAINTENANCE

4.INDUSTRIAL POWER PLANTS, MACHINERIES, WAREHOUSE INSTALLATIONS & ERECTIONS/COMMISSIONING.

5.DESIGN OF ELECTRICAL/ELECTRO-MECHANICAL/MECHANICAL SYSTEMS / DRIVES INCLUDING ESP CONFIGURATION.

6. GENERAL CATHODIC PROTECTION SYSTEM DESIGN, PROCUREMENT, INSTALLATION & COMMISSIONING

7.ENGINEERING CONSULTANCY / PROCUREMENT & MANPOWER DEVELOPMENT SERVICES.

8. GENERAL CONTRACTING AND EQUIPMENT SUPPLY SERVICES FROM LOCAL AND OFFSHORE SOURCES.

9. ENGINEERING DESIGN, PROCUREMENT, INSTALLATION, COMMISSIONING AND MAINTENANCE OF MICROCONTROLLER BASED MULTI-LEVEL FIRE ALARM DETECTION SYSTEM OF ONE SINGLE PROGRAMMED CIRCUIT COMPRISING OF SEVERAL PHYSICALLY AVAILABLE PARAMETERS / MODULES AT VARIOUS LEVEL FOR INDUSTRIES AND DOMESTIC USES USING VARIOUS SENSITIVITY ADJUSTABLE ELECTRONIC SENSORS.

10. ENGINEERING DESIGN, PROCUREMENT, INSTALLATION, COMMISSIONING AND MAINTENANCE OF AUTO MAINS FAILURE SYSTEM, POWER & INSTRUMENTATION CONTROL PANELS, STABILIZERS ETC

11. INSTALLATION AND MAINTENANCE OF TURBO-GENERATORS, COMPRESSORS AND DIESEL GENERATORS.

12 DESIGN, PROCUREMNT, INSTALLATION AND MAINTENANCE OF SOLAR POWER AND CONTROL SYSTEM

**Website address: www.abalakatech.com**

*E-MAIL:abalakatech2@yahoo.com,**md@abalakatech.com* *abalakaabalaka@gmail.com*

NATIONAL ELECT/ELECT/INSTRUM WIRING & INSTALLATIONS LICENCE NO: EID/EC1687B, CAT ONE

*CORPORATE OFFICE: BRANCH OFFICE: WORK SHOPS / ADMIN:*

**1. NU3,4,5 PETER CHINDA ST**REET

**MGBUOSHIMINI-RUMUEME**

**MILE 4 AREA, PORT HARCOURT**

**RIVERS STATE**

**1. NU120, AHOADA RD**

**OMOKU – ONELGA,**

**P.O. BOX 3285, MILE1-DIOBU**

 **PORT HARCOURT**

**RIVERS STATE**

**1.CISA CONSORZIO IMPRESE SARDE ASSOCIATE**

 **LOC. LA MADDALENA SPIAGGIA 09012**

 **CAPOTERRA (CA) ITALY**

**.**

**2.NU62, AGEGE MOTOR ROAD**

**MOSHALASI – IDI-ORO**

**MUSHIN - LAGOS STATE**

**2.SOPLANT SRL**

**VIA GORKI 12 CAP 20146 MILANO, ITALY.**

**2. PLOT 18, ECHAAPERE**

**ALONG SCHOOL ROAD,**

**ALETO–ELEME, PORT HARCOURT**

 **RIVERS STATE.**

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**MISSION STATEMENT**

***ABALAKATECH RESOURCES LIMITED was duly registered with Federal Government of Nigeria and further obtained VALID D.P.R License; ELECTRICAL / INSTRUMENTS Wiring & Installation License to satisfy the Fledging Oil and Gas, Engineering Industrial Sector of the Economy, hence, the company is occupied by a Team of highly and professionally experienced, dedicated, Qualified Engineers & Experts, Technicians / Technocrats and Crafts Men to rendering thorough and efficient services on request &as required too to meet up with REGULATIONS / STANDARDS / SPECIFICATIONS / CODES spelt out in the ISO 9001 2008; ISO 14001, OHSAS 18001:2007while accommodating cost effectiveness in the Project Management Chain*.**

 **19TH AUGUST 2005**

**(MANAGING DIRECTOR)**

**QUALITY POLICY**

***ABT-QMS-COP-00 rev 00***

**ABALAKATECH RESOURCES LIMITED (ABT) is committed to the provision of Engineering, Consultancy and procurement services, which consistently conform to our customer’s specified requirement and meet applicable national and international regulatory, codes and standards.**

**To achieve this, it’s the policy of ABALAKATECH RESOURCES LIMITED (ABTS) to establish and maintain an effective and efficient quality management system within an environment for continuous improvement.**

**We annually complete strategic review of our performance, customers’ satisfaction indicator and formally generate quality objectives and targets in line with our group corporate quality objectives.**

**Employees at all levels in our organization shall be made aware of the company’s quality policy and their individual roles in our overall bid to achieving the main thrust of this policy.**

**The Quality policy and objectives are regularly reviewed for continued suitability.**

**Signed:**

**Managing Director19TH August, 2010**

QUALITY MANAGEMENT SYSTEM OBJECTIVES

ABT – QMSO- 00 - REV 00

Our Quality management system objectives is based on ISO 9001 2008 which replaced ISO 9001 2000.

* We shall understand our customer’s need and must exceed our customer’s expectations.
* Our management must establish unity of purpose to create an environment that encourages people to achieve the organization’s objectives.
* We must encourage the involvement of people at all levels through helping of people to develop and use their abilities.
* We must use system approach which Identify interrelated processes and treat them as a system.
* We must encourage continual improvement. We must make a permanent commitment to continual performance.
* Based on facts, we must base decision on the analysis of factual information and data.
* We must maintain a mutual beneficial relationship with our suppliers.
* We must comply with all necessary regulation&environmental objectives

**MANAGING DIRECTOR** DATE…………………………

**QUALITY MANAGEMENT SYSTEM AUDIT AND REVIEW**

ABT – QMSAR- 00 - REV 00

Quality Management Audit/Review was carried out on the 18thof December 2015 by the following representatives.

1. The Company Chairman
2. Our Quality Consultant from certified group/Conglomerate
3. The Project Engineer / Quality Manager
4. One of the Directors of the Company

The following arms of Quality Management System were Audited and Reviewed

1. Resource Management Process
2. Document Control and Information Management
3. Facilities Equipment and Work Environment
4. Internal Audit and Analysis of Data
5. Customer Complaints and Satisfaction
6. Management Responsibility Processes
7. Material Inventory Management
8. Delivery
9. Inspection, Test and Metrology
10. Product Utilization Process.
11. Order Processing

Based on the Auditing and Review carried out we concluded that our Quality management System should be beefed up to meet ISO 9001:2008 standard.

However our Chairman further stressed that we should get the processing of our ISO 9001:2008 Standard by contacting the Standard Organization of Nigeria with the following Contact Phone Numbers:08055164100. The assignment to pursue the Certification was given to the Quality Manager.

**MANAGING DIRECTOR** DATE………………………..

**COMMITMENT**

**ABALAKATECH RESOURCES LIMITED is a privately owned Engineering, Construction, installation and Maintenance, Procuring and consulting Firm established in Nigeria several years (approaching two decades) ago.**

**ABALAKATECH as a Construction Lead, implement Program with “SAFETY FIRST” as top priority.**

**ABALAKATECH while enormously contributing viably to the economic growth to her Noble Client also ensures implementation of requisite Standards for maximum safety to Man, Environment & Equipment towards enhancing improved / optimum productivity.**

**ABALAKATECH Co-ordinate numerous activities ‘WITHOUT COMPROMISING STANDARDS’ at Work Site to achieve overall program status Objectives.**

**ABALAKATECH TEAM Work with overall safety consciousness as a priority towards delivering good quality services.**

**ABALAKATECH abides by all the Regulations, Standards & Codes in the QUALITY CONTROL & QUALITY ASSURANCE POLICY in accordance to ISO 9001 2008; ISO 14001, OHSAS 18001:2007.**

Managing Director**Date: 19/08/2005**

***CORPORATE SAFETY & SECURITY POLICY STATEMENT***

ABT – SSHE – POL - 00 - REV 00

***ABALAKATECH RESOURCES LIMITED , RC 618926 recognizes the importance of the health and Safety of personnel and property directly involved in our operations and the preservation of the environment in which she works. Human resources is our best asset therefore, it is ABALAKATECH policy to safeguard all persons, property/equipment and environment connected with our numerous operations.***

***As an Electrical & Electronics/Instrument, Civil, mechanical Engineering company, we comply with all the codes and statutory requirements and adopt any plan that will enhance the business of safety in our organization without Jeopardizing or violating the relevant legislation***

***We strongly believe that the “SAFETY WAY IS THE BEST WAY”, therefore accord safety priority with production. Safety is everyone’s responsibility and everyone is held accountable for it. We also believe that job instructions are incomplete if they are not actually safety based.***

***In order to realize above policy statement,ABALAKATECH will do everything humanly possible at all times to:***

* ***Ensure that all personnel engaged in her activities are medically fit by Certification From a qualified medical Doctor.***
* ***Ensure that safety is taken into account from the design stage of any project to its completion and commissioning.***
* ***Undertake frequent inspections of work site, organize audits of equipment and give the findings and recommendations urgent& adequate attention needed to create safe work environment for our personnel.***
* ***Engage in, and support all program that will improve the awareness of our staff.***
* ***Protect and preserve the environment to the best of her ability***
* ***Strictly forbids/prohibit any of her employees to be at work whilst impaired by or not fit for work as a result of drugs or alcohol. Use of hard drugs&alcohol in all her premises/offices and vehicles is highly prohibited.***
* ***The illicit use of Legal drugs or the use, possession, distribution or sale of illegal drugs at her business or work locations is strictly prohibited.***
* ***Pilfering, horseplay, fight, confiscation and anti-social / behavioral acts are highly prohibited.***
* ***The sustenance of a healthy productive body and work environment cannot be overemphasized.***

***It’s the Company’s aim to revise and improved the content of the policy and regularly audit its application.***

Managing Director**Date: 19/08/2005**

**ENVIRONMENTAL POLICY**

ABT – ENVIRON – POL - 00 - REV 00

***ABALAKATECH RESOURCES LIMITED in line with corporate mission, throughout her business activities covering Engineering, Procurement, Installation, Construction (EPIC) Projects for the Oil and Gas Industries and interested areas, shall ensure full commitment to conduct her activities in conformity with most recently international standards and Regulations, with National Laws which deal with the safeguard of the environment.***

***ABALAKATECH RESOURCES LIMITED shall ensure full commitment to:***

* ***Continuous improvement of process capabilities and environment management system with established objectives.***
* ***Leaving the environment at the end of the useful life of any operation in a condition suitable for future use***
* ***Guaranteeing the safeguard of environment, minimizing environmental impacts and optimizing the use of energetic and natural resources.***
* ***Investing in research and technical innovation in order to realize her plan and process with the finest characteristic of environmental compatibility.***
* ***Promoting use of products and equipment environmental – friendly and the development of eco-compatible ones.***

***The company is committed to providing her services in manner which ensures that environmental matters are regarded as equal to other business objectives.***

***The application of this policy is a direct responsibility of Line management and all employees of the company involved in their day to day activities.***

***The environmental policy will be communicated to all employees and interested parties in the performance of our environmental management system.***

***It’s the Company’s aim to revise and improved the content of the policy and regularly audit its application.***

 **Date: 19/08/2005**

Managing Director

***UNSAFE WORKING CONDITION POLICY***

ABT – SAFEWORK – POL - 00 - REV 00

***ABALAKATECH RESOURCES LIMITED is substantially committed to achieve the highest standard of Health, Safety and Environment within all her Sites.***

***In order to achieve this commitment, the company shall continually identify, assess, and eliminate or adequately control all unsafe working conditions.***

***Intervention in unsafe situation is non-negotiable.***

***ABALAKATECH RESOURCES LIMITED consider intervention fundamental to improving the safety culture. Intervention shall based on the ‘Five Stars’ intervention process.***

***ABALAKATECH RESOURCES LIMITED Management empowers every personnel to stop any Unsafe job / act which could lead to an incident with the risk of causing injury to the worker or other personnel or damage to property, environment or company reputation.***

***In addition to stopping the work, it’s the responsibility of the personnel making such observation to educate and advise the worker(s) on the unsafe act or unsafe condition observed, the corrective action required to carry out the job safely and also to inform the work site foreman / supervisor / manager about the unsafe working condition observed.***

***Finally, the person making the observation is also required to fill the unsafe act / unsafe condition/ event report form and submit the same to the HSE personnel on site.***

***The implementation of this policy is a direct responsibility of Line management and all company employees shall contribute to maintain the standards of Health, Safety and Environment at the highest possible level during the performance of all work activities.***

**It’s the Company’s aim to revise and improved the content of the policy and regularly audit its application.**

 **Date: 19/08/2005**

Managing Director

***TRANSPORT AND JOURNEY MANAGEMENT POLICY***

ABT – TRIP – POL - 00 - REV 00

***ABALAKATECH RESOURCES LIMITED is committed to operating a safe transport system within her operations.***

***In order to achieve this commitment, ABTS shall ensure that all transport facilities and equipment are adequately maintained.***

***All journeys involving ABTS vehicles / Boats and Hover Craft or personnel shall be regulated, appropriately authorized, adequately planned and controlled to eliminate or reduce hazards associated with transport activities.***

***The provision of the company transport and journey management procedure are an extension of this policy and shall be strictly adhered to. In addition all ABTS drivers / operators / vessel masters are required to obey all National Highways and Maritime Codes and Regulations always.***

***Night driving and night sailing are strictly prohibited in company operations except on essential duty or emergency.***

***The implementation of this policy is a direct responsibility of Line management and all company employees.***

***Appropriate consequence management shall be applied for any case of breach of the provisions of this policy and the transport and journey procedure.***

***It’s the Company’s aim to revise and improved the content of the policy and regularly audit its application*.**

**Date: 19/08/2005**

**(MANAGING DIRECTOR)**

***NO SMOKING POLICY***

ABT – SMOKE – POL - 00 - REV 00

***ABALAKATECH RESOURCES LIMITED is seriously committed to provide and maintain a functional system to achieve the highest standard of Health, Safety and Environment providing smoke – free areas for her employees, subcontractors, and visitors while respecting the individual choice is an essential part of this commitment.***

***This no smoking policy has been established to restrict smoking in all work sites controlled by ABTS as well as for those activities carried out by contracted parties under agreement with ABTS and to make provision for accommodating the preferences of both smokers and non-smokers.***

***It is the policy of ABALAKATECH RESOURCES LIMITED that:***

* ***Smoking being recognized as hazardous to health is actively discouraged. No smoking campaign and specific “STOP TO SMOKE” program shall be fully implemented and encouraged.***
* ***Smoking is prohibited in ABALAKATECH RESOURCES LIMITED facilities such as areas with high potential fire risk, common and working areas, more other designated no-smoking areas which includes but not limited to: offices, messes, clinics, buses/cars, fueling and servicing areas, warehouse, workshops and in general, all areas in which workers carrying out work-related activities.***
* ***There shall be no smoking except in designated places / areas.***
* ***Any breach of this policy shall be subjected to disciplinary actions in compliance with legislations in force and collective contractual regulation applied.***

**(MANAGING DIRECTOR)Date: 19/08/2005**

***FIRE SAFETY POLICY***

ABT – FIRE – POL - 00 - REV 00

***The nature of our work takes us to oil and Gas installation, therefore, the risk of fire is ever present. Oil fields are numerous and spread over a wide geographical area. In a fire emergency in distant locations, it can take some time for a professional fire team to arrive, sometimes after the fire must have spread and caused considerable damage. Therefore the fire safety rules that everyone must follow are:***

***Always prevent a fire from starting, by minimizing ignition source, oil/gas leaks enforcing “NO SMOKING” rules.***

***Protect high-risk facilities with automatic detectors, easily warning devices&where feasible automatic extinguishers.***

***Provide adequate and suitable firefighting equipment in all installations.***

***Training of all the personnel especially those on key installations, in the efficient use of equip/ extinguishing***

***of fires.***

***Consequently, everyone is:***

* ***Expected not only to prevent but also to fight fires. It is very important for every person to:***
* ***Know where the nearest extinguisher is installed and how to operate and use it.***
* ***Obey no smoking signs. Smoke only in designated places and use smoke-extinguishing equipment safely.***
* ***Not obstructing fire exits and extinguishers at all times.***
* ***Dispose of all combustible waste, rags, papers and other rubbish in proper containers / incinerators.***
* ***Not to overload power sockets of Electrical / Instruments circuitry.***
* ***Become familiar with the company’s fire emergency procedures applicable to concerned personnel work place. Position of extinguishers shall be conspicuous always.***
* ***Ensure that no welding or naked flame / fires exist in hazardous areas. A written / approved work permit to be obtained from authorized personnel is a must before a source of ignition is introduced into such areas.***
* ***Every employee subsequently must attend first aid and firefighting training organized from time to time to learn how to extinguish fires using the equipment provided within the vicinity of the job.***
* ***All fires must be reported to the safety department to initiate the investigation on the cause.***
* ***Any fire extinguisher that has been used / exhausted shall be returned to tool room for immediate replacement.***
* ***Equipment must never be refueled w*hile running or when hot.**
* **Know the location of fire alarm boxes in the area and the proper procedures for turning on the alarm in case of emergency 0of fire outbreak.**
* **Know the alarm codes for evacuation, fire or disaster for a particular job site.**

**It’s the Company’s aim to revise and improved the content of the policy and regularly audit its application.**

Managing Director**Date: 19/08/2005**

EMERGENCY RESPONSE PLAN

ABT – MEDEVAC - 00 - REV 00

The following people are Our Emergency Response Team:

1. Safety Manager
2. Chief Driver
3. Quality Manager
4. Chief Security

In case of any emergency arising from any incidence:

1. Remain Calm
2. Assess and or Access the Situation.
3. Ensure that you are personally safe. Do not become a victim.
4. Ensure the safety of others in the area and indicate rescues as needed.
5. Notify facility Operators and Supervisors and Emergency response services according to the scope of the emergency.
6. Respond to the emergency according to your job duties and training. Do not attempt to take actions with which you are unfamiliar or for which you are not trained. Keep yourself safe.
7. If you have specified emergency response duties such as Fire Brigade or Evacuation Warden, report to your Duty Location, Otherwise, Muster at designated Muster Locations. Wait for instructions from the person in charge and prevent unauthorized personnel from re-entering the facility.

**FIRE EMERGENCIES**

Most Employees are trained to fight fires in their early (incipient) stages only. If the Fire can be extinguished by portable extinguisher, you should do so. If the Fire becomes more involved, evacuate the area immediately and activate emergency alarms and Emergency Shutdown Device (ESD) system where available Notify Supervisors and Emergency Responders who are trained to fight fires that are beyond incipient stage.

 **Date: 19/08/2005**

Managing Director

**STAFF SAFETY INDUCTION, PROCEDURE AND RECORD**S

ABT – INDUCT - 00 - REV 00

It is the Policy of the Company to train any new employee in basic Safety before commencement of work with the Company.

The following training are provided to the New Employee:

1. Defensive Driving for all drivers
2. The importance of Personal Protective Equipment to the employee
3. Use of Fire Fighting Equipment e.g. Fire Extinguisher
4. Various Hazards common with our Area of Activities / Operations.
5. Journey Management Plan.

There are numerous Safety Courses which shall continually be undertaken by our Safety Consultant Firm.

 **Date: 19/08/2005**

Managing Director

**PERSONNEL PROTECTIVE EQUIPMENT POLICY**

***ABT- PPE - POL - 00 rev 00***

* **Company shall provide adequate personnel protective equipment, free of charge to persons involved in company operations.**
* **Authorized visitors to work sites shall be regarded as involved in company operations, however passer-bye shall not be so regarded. In any case, concerted efforts shall be made to condone off worksites to prevent usage by passer-by.**
* **Minimum personnel protective equipment shall include but not limited to: safety boot / Rain boot, hard hat, hand gloves, safety goggle, earmuff, safety harness and coverall. Hard hat , coverall, safety goggle, safety harness and safety boot shall be mandatory for persons working above any platform 2 meters high while Hard hat , coverall, safety goggle,handgloves and safety boot or Rain boot forpersons working inside any pit or ditch 2 meters deep.**
* **Hand gloves, eye goggles, shields, apron, respiratory apparatus, work vest etc shall be issued as necessary for confined space activities.**
* **Use of personnel protective equipment shall be strictly enforced. Site Safety Facilitator (SSF) shall ensure all site employee use adequate personnel protective equipment all times.**

Managing Director**Date: 19/08/2005**

**ACCIDENT REPORTING/INVESTIGATING POLICY**

***ABT-ACCIDENT-POL-00 rev 00***

**All accidents (and near misses) resulting in any of the following however small or minor, shall be promptly reported to the client by the site safety officer or supervisor through the safety manageror project manager.**

1. **Fatal accident or other injuries to company’s personnel/ Sub-Contractor or Third parties.**
2. **Damage to plant and or equipment.**
3. **Loss/contamination of any material not friendly with the environment (e.g. Oil spillage, radioactive isotope etc).**
4. **Actual potential damage to the environment**
5. **An outbreak of fire.**
	* **All such reports shall be done 24 hours statutorily provided.**
	* **Appropriate reports shall be completed and filled out within the periods specified for reporting of details of various categories of accidents. Records and statistics of all such accidents shall be kept, and a cumulative summary shall be forwarded to our CLIENTS.**
	* **If the crane has to make its lifts on rubber, always use wheel shocks to block the wheel and apply the air brakes to hold the crane in passion. if the machine is of two-engine design, keep the carrier engine running to maintain air pressure, ensure that the tyres are properly inflated to standard gauge, otherwise their capacity should be reduced.**
	* **All capacities listed on the load chart for machines, ‘on riggers’ and ‘on tyres’ are based on its being dead level**

 **Date: 19/08/2005**

Managing Director

**SHE MANAGEMENT SYSTEM AUDIT AND REVIEW**

***ABT-SHEAR-00 rev 00***

SHE Management Audit and Review was carried out on the 15th December 2015 by the following representatives.

1. The Company Chairman
2. Our Quality Consultant from Certified group/Conglomerate
3. The Project Engineer / Quality Manager

4. One of the Directors of the Company

5. SHEOfficer

The following arms of SHE Management System were Audited and Reviewed.

1. Leadership and Commitment
2. Policy and Strategic Objectives
3. Organization, Responsibilities, Resources, Standards and Documents
4. Hazard and Effect Management
5. Planning and Procedures
6. Implementation and Monitoring
7. Audit
8. Management Review

**-------------------------------------------- Date: 19/08/2005**

Managing Director

**COMMUNITY RELATIONS POLICY.**

***ABT-PR-POL-00 rev 00***

ABALAKATECH RESOURCES LIMITED NIGERIA LIMITED, recognizes and promotes superior standards which lead to high performance of operations with utmost regards paid to health of the staff, our host community, our contractors, properties to promote environmental preservation and conservation.

KEY/WATCH WORDS ARE NOT LIMITED TO THE FOLLOWING:

* To minimize the impact of our operations on the environment/host communities
* To develop and implement procedures to reduce accident in our host community.
* To promote wholesome security practice to help safe guard the work and Community and the environment.
* To give employment to personnel from our host communities
* To operate our facilities in manner consistent with the health and safety of our employees and friendly with the environment.
* To be sensitive to the needs and concerns of our clients’ host communities.
* Work in partnership with the host communities and where appropriate with government. Donors’ nongovernmental organization, community-based groups and other stakeholders.

 **Date: 19/08/2005**

Managing Director

**LOCAL CONTENT POLICY**

***ABT-LOCAL-POL-00 rev 00***

**ABALAKATECH RESOURCES LIMITED is committed to the development of the Local Content Policy by incorporating the plan into her business as part of her immense contribution to the Sustainable Development of Nigeria and Project Bearing Communities in particular. Therefore, in line with our Community Relations and social response and contracting policies, we have established the following principles:**

**ABALAKATECH RESOURCES LIMITED shall utilize goods and services procured in Nigeria and Project Host Communities in Nigeria.**

**ABALAKATECH RESOURCES LIMITED shall continue to develop indigenous contractors and utilize Local Labour and Local Manufactured Materials wherever possible as enshrined in the contracting policy.**

**ABALAKATECH RESOURCES LIMITED shall provide training to develop human capital and building competencies in the management field of sustainable local capacity development.**

**ABALAKATECH RESOURCES LIMITED shall extensively ensure protection of environment, respect of human and social rights of employee and contribution to local economic development.**

 **Date: 19/08/2005**

Managing Director

TO WHOM IT MAY CONCERN

APPOINTMENT OF ENGR. ABALAKA DANIEL AKOJI

AS OUR LOCAL CONTENT DIRECTOR

We are to convey the board of Directors decision to appoint Engr. Abalaka Daniel Akoji as our Local Content Director with effect from 8th December 2014 with the following responsibilities.

1. To improve the capacity development in Oil and Gas sector.
2. To reduce the dependence on foreign companies for projects in the national oil and gas sector.
3. To sustain the economy by reducing the demand for Forex on projects.
4. To reduce the poverty and unemployment
5. To embrace transfer of technology and empowerment of Local and Indigenous Contractors.
6. To encourage efficiency and competition among Indigenous Contractors.
7. To develop Nigerian Local companies/ capacity to compete on the global platform.

Kindly liaise with Nigerian Local Content Office at Bayelsa State for upgrade of information relating to new policies and objectives of Nigerian Content.

Accept our congratulations.

Yours Faithfully,

For: **ABALAKATECH RESOURCES LIMITED**

HON. ABALAKA EMMANUEL GODSPOWER

 DIRECTOR

FRAUD AND MALPRACTICE POLICY

***ABT-FRAUD-POL-00 rev 00***

It is the policy of our Company to adhere to the following:

1. None of the Directors and the employees is authorized to collect cash or gift item from our Clients in appreciation of any work done.
2. We do not accept over invoicing from our Clients
3. We do not accept sub-standard or fake product in our establishment.
4. We must conduct physical inspection if we receive goods from our customers.
5. We conduct internal and external audit to ensure conformities with standards specifications, code and requirements.
6. We select contractors and suppliers with standard and reliable profile.

 **Date: 19/08/2005**

Managing Director

**SECURITY / BUSINESS CONTINUITY POLICY**

***ABT-SECBUS-POL-00 rev 00***

We abide by the following Plan for Security and Business continuity:

1. We document Key Personnel and their backups such as:
2. The Managing Director
3. The Safety Officers and Engineers
4. The Quality Assurance Officers
5. The Quality Assurance Engineers
6. The Company Secretary.
7. We back up their individual Phone Numbers.
8. We maintain a solid / renown Financial Institution as our banker
9. We install Fire Extinguishers in our Offices and Workshops.
10. We document our critical equipment like our Laptops and Fax Machines.
11. All critical documents are backed up: Banking information, tax returns and Legal papers, layout and or designed drawings.
12. We identify with quality Vendors.
13. We insure our vital equipment with insurance company.
14. We install Fire Proof Valves in our Offices.
15. Our Accountant is tested before employment
16. We maintain proper document control procedure electronically with their backups.
17. We don’t conduct business with fraudulent company (ies).

Managing Director**Date: 19/08/2005**

**ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY**

**ABT –DRUGSEARCH-COP-00 REV 00**

**All employees of ABALAKATECH shall read and be aware of the Alcohol, Drug and Substance Abuse Program of the company.**

**It is a dismissal offence for any employee of ABALAKATECH , to be under the influence of alcohol.**

**No Employee shall be in possession drugs such drugs; cocaine, amphetamine (speed), marijuana, heroin, phencyclidine, hashish or other illegal or controlled substance.**

**ABALAKATECH mandates that an employee shall not report to work under the influence of alcohol or stimulant / performance enhancing drugs. The use or possession of drugs is prohibited on company premises and other sites or property under the control of ABALAKATECH .**

**The provisions of this program shall be applied within the legal frame work of the statutes of Federal Republic of Nigeria. If any clause of this program is in contravention to the Local or Federal Government statutes, then the laws of the appropriate Local or Federal Government shall prevail.**

**ABALAKATECH shall have the right to perform alcohol testing of its employees and there will grievous consequences for violators of the ABALAKATECH Drug and Search Policies.**

**Managing Director DATE………………………………………….**

**VISION STATEMENT**

**ABALAKATECH RESOURCES LIMITED is a privately owned Engineering, Construction, installation and Maintenance, Procuring and consulting Firm established in Nigeria several years (approaching two decades) ago.**

**ABALAKATECH as a Construction Lead, implement Program with “SAFETY FIRST” as top priority.**

**ABALAKATECH while enormously contributing viably to the economic growth to her Noble Client also ensures implementation of requisite Standards for maximum safety to Man, Environment & Equipment towards enhancing improved / optimum productivity.**

**ABALAKATECH Co-ordinate numerous activities ‘WITHOUT COMPROMISING STANDARDS’ at Work Site to achieve overall program status Objectives.**

**ABALAKATECH TEAM Work with overall safety consciousness as a priority towards delivering good quality services.**

**ABALAKATECH abides by all the Regulations, Standards & Codes in the QUALITY CONTROL & QUALITY ASSURANCE POLICY in accordance to ISO 9001 2008; ISO 14001, OHSAS 18001:2007.**

Managing Director **Date: 19/08/2005**