

COMMUNICABLE DISEASE

- **Policy Statement**

Bali Tech is committed to assure, to the extent possible, that each employee enjoys safe and healthful work conditions. The Company, in its effort to control communicable diseases on the offices throughout the Kingdom, has adopted this provision.

Persons infected or reasonably believed to be infected with communicable diseases will not be excluded from employment, or restricted in their access to Company services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, other employees in the company. Persons known to have, or have a reasonable basis for believing, that they have been infected or have a communicable disease which may pose a threat to others are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves so as to protect themselves and others.

QUALITY POLICY

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Bali Tech is working to achieve a leading position as a major **Electrical / IT /Firefighting /Low Current/ Mechanical & Civil Contractor** in Saudi Arabia and the region. This objective is met through continual improvement of service Quality and the provisioning of new world services.

Bali Tech Quality and performance is achieved through the participation of all employees, each from his/her position, in defining and implementing the Quality policies in full partnership with internal and external customers.

Bali Tech will achieve its objective by being a multinational firm through its strategic joint ventures with multinational firms.

Bali Tech Quality policy is incorporated within the organization's behavior and practices. It is monitored and reviewed regularly by Management to ensure its synergy with **Bali Tech** goals and objectives.

Quality Objectives

The Company's main objectives, in line with the above-defined general policy, are:

- To keep a consistent high specifications of Electrical services , IT & Communications implementation in terms of quick supply and installation, very good Quality, and excellent maintenance.
- To maintain a high level of quick maintenance and fault correction.
- To continuously supply new equipment's and features in line with the new/modern standard industry.
- To provide high level support by continuously trained staff.
- To provide high Quality in new products by maintaining efficient project management and Quality planning.

Bali Tech services and products are in Electrical /Mechanical , IT, Audio Visuals & Communication site implementation.

This mission contains several disciplines and activities that could be represented in the following key elements that involve high intercommunication and exchange of services between the Company's four departments (Commercial, Legal and Administration, Finance and Accounting, Technical)

Corrective and preventive actions

Management of the processes that control the implementation of the work on site and that prevent problems to happen by doing the necessary tests and by controlling the work during and before the site acceptance process.

- **Projects:**

Management of the processes that control the planning, installation and acceptance of new site implementation, Electrical equipment, Antennas installation, Microwave installation and commissioning, and radio base station installation and commissioning.

- **Work Environment and Resources:**

Management of the processes that assure a work environment suitable for producing quality work and that all needed resources are made continuously available to support the required activities.

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Management of the processes that assure a work environment suitable for producing quality work and that all needed resources are made continuously available to support the required activities.

The General Manager is the Management Representative responsible for the development and maintenance of the Quality System. The Quality representative with the Deputy General Manager, provide the support on this Endeavour.

The heads of unit managers have the primary responsibility for implementing the Quality System and maintaining the procedures related to the activities within their units. They should ensure that the procedures define clear responsibilities, authorities and tasks for the quality affecting work.

The responsibilities for the Company personnel towards the quality system are defined in the table below and in the quality procedures. The organizational chart and job descriptions are described in a separate manual.



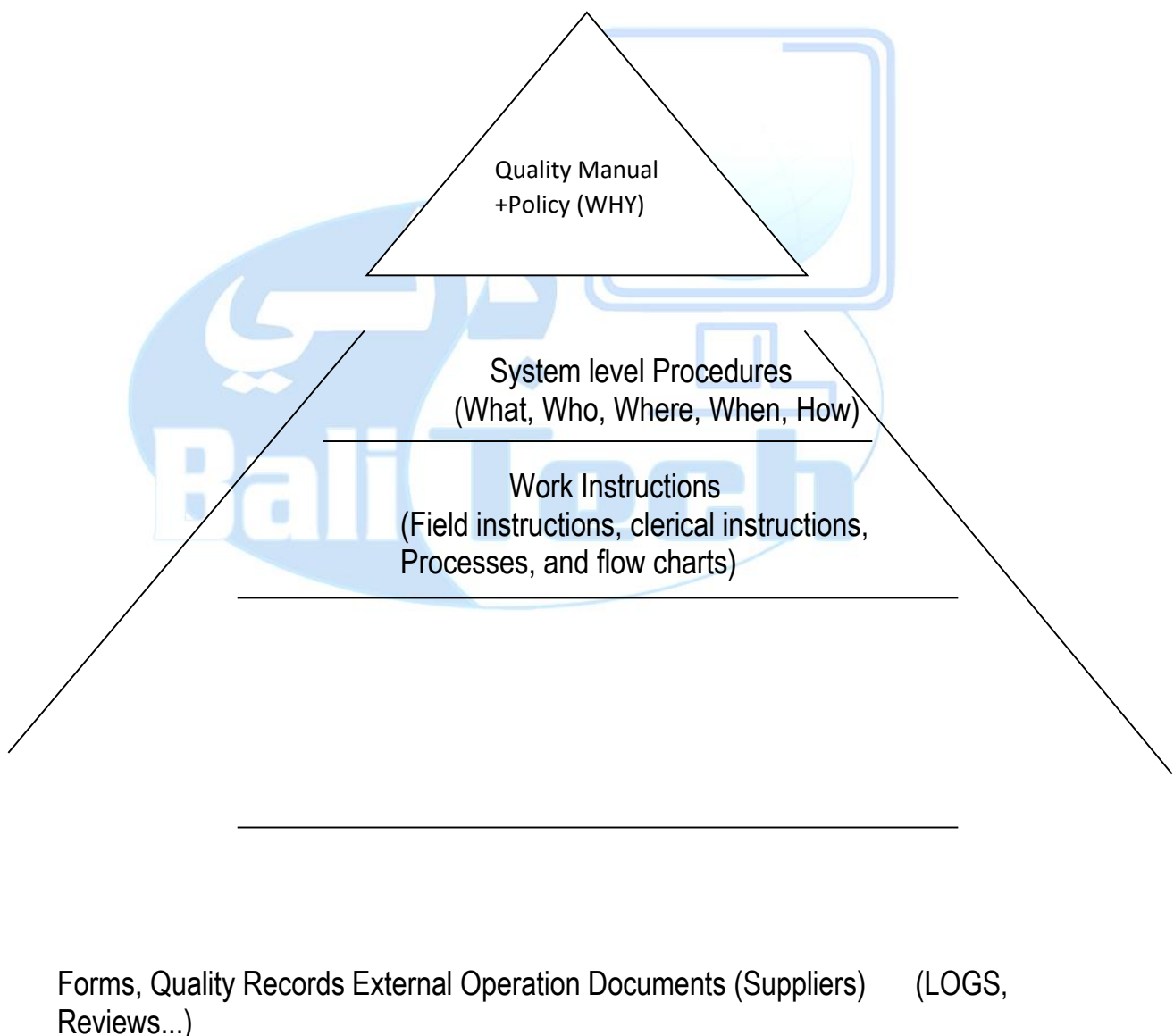
Quality System responsibilities

Position	Responsibility and Authority
General Manager	- Defines the Quality policy and ensures the understanding and the implementation of this policy throughout the units - Acts as Management Representative for the Quality System
Deputy General Manager	- Coordinates the documentation and maintenance of the Quality System - Coordinates the regular review of the Quality System to ensure its effectiveness and continual improvement
Head Unit Managers	- Participate in the creation of the Quality System - Implement the Quality System - Ensure that qualified and trained personnel are available to implement the Quality System - Ensure that the services and products provided are compliant with set requirements and standards - Ensure that all personnel comply with documented procedures and applicable standards and regulations
Head Unit Managers	- Participate in the creation of the Quality System - Implement the Quality System - Ensure that qualified and trained personnel are available to implement the Quality System - Ensure that the services and products provided are compliant with set requirements and standards - Ensure that all personnel comply with documented procedures and applicable standards and regulations
All employees	- Follow the Quality System procedures - Ensure the quality of their work

Responsibilities for implementation of the Quality System

- All personnel are responsible for implementing the Quality System.
- Management Representatives are responsible for assessing the efficiency of the Quality System implementation through regular internal audits and by reviewing the quality objectives.
- Unit Managers shall ensure that all quality activities within their units are properly identified and documented. The resulting quality records are consistently identified, maintained, and controlled.

Figure 1: Structure of the Quality System Documentation



Management Commitment

Bali Tech addresses throughout this Quality Manual its quality objectives and the management commitment to achieving these objectives, the organizational goals, and satisfying customer expectations. It is the responsibility of the General Manager to ensure the establishment, implementation, and maintenance of the Quality System, the assignment of authorities and responsibilities and to make available the resources and personnel needed to maintain the system.

The General Manager is the Management Responsible whose primary responsibility is to ensure the efficient implementation of the Quality System and its continual improvement.

- **Customer Focus**

We should focus on our customer needs and complaints, we shall provide him with good Quality of work implemented and we shall take all the preventive and corrective actions measures to achieve his satisfaction.

- **Planning**

We shall plan before the implementation of each site by doing a simple project implementation plan.

- **Quality Planning**

Quality planning is defined, at the first level, through the discussion of the Company's quality strategy and objectives by all unit managers. A yearly quality plan including the operations quality objectives and the new assigned projects is compiled by the management and

distributed to all responsible managers. Requirements to achieve these objectives including the training, budget, recruitment plans are also provided by responsible managers and compiled by the management in a yearly plan.

The documentation hierarchy for Quality System **Bali Tech** is summarized in figure 1. Structure of Quality System Documentation.

- **Control Of Documents**

Bali Tech ensures that the Quality System documentation is available to personnel via a document and data control system. This system ensures that all Quality System documents have a purpose and a scope and are reviewed and approved prior to their initial release and any subsequent modifications. Obsolete or invalid Quality System documents are destroyed or, if retained, properly marked.

Bali Tech personnel have an easy access from their work location to all Quality System documents or external documents pertinent to their quality affecting work. These documents are, as appropriate, either physically available at the work location or remotely retrievable from a known centralized location.

Controlled Documentation comprises the following types of documents:

Quality System documents

Quality Manual

Quality Procedures and Work Instructions

Standard Forms

