

Document Number:

JTC-QHSEM-01

Revision Number:

6



Al Jaber Trading & Contracting
Company W.L.L.

Quality, Health, Safety and Environment Manual


Integrated Management System for:

ISO 9001:2008 Quality Management System
ISO 14001:2004 Environmental Management System
OHSAS 18001:2007 Occupational Health and Safety
Management System

Date Prepared:


23-Jan-10

Prepared by:



Mohamed Cheikhrouhou
QHSE Auditor

Victor B. Macanip
ISO Internal Auditor

Reviewed by:


Eng. Rawhey Eldabagh
Management Representative

Approved by:


Eng. Mohamed Ashour
Acting General Manager



TYPE		Document No	JTC-QHSEM-01
QHSE MANUAL		Page No	1 of 2
TITLE	SECTION NO. :	Revision No :	5
INTRODUCTION	3.0	Effectivity Date:	January 24, 2010

3.1 Company Profile

JTC established in 1976 as a leading trading and contracting organization in Qatar has been promoting wide range of highly quality services. The company is classified by the Central Tenders Committee as First Class (A) in road works, buildings, maintenance and water networks, drainage networks and electro-mechanical works as well as in building new and renovating infrastructure.

In 1980's, the Company was involved in trading and construction, maintenance, building villas, and roads. Whereas, in 1990's the Company continue its improvement on building better Company services provided to its Customers and Clients. Worked more on roads that is longer and wider than previous projects which includes underground water piping utilities projects, as well as developing bigger size housing projects.

In 2000, the Company has grown bigger on size and value in terms of employee, infrastructure works, electro-mechanical, pump stations, underground utilities, roads and towers. In 2006, the Company was awarded with 3 Standards of ISO Certification and became more aware of quality, health, safety and environment.

3.2 Scope

The scope of the Integrated Management System covers Tendering, Project Management, Building Infrastructure such as Industrial, Commercial, Sport Arenas, Institution, Medical Facilities, Residential Villas, Building Towers and Restoration of Historical Places, as well as in the area of Electro-Mechanical, Roads and Bridges Infrastructure. This excludes the requirements of Clause 7.3 Design and Development of ISO 9001:2009 International Standards since JTC is not performing any designing or associated activities, instead JTC Client or his representative supplies the design as part of requirement during tendering.

3.3 Vision

JTC in search for excellence in revolutionizing the construction industry by in Qatar and the Middle East in the future in order to provide quality services that are significantly above industry standards.

3.4 Mission

To construct and build new and renovated infrastructure facilities from conception to delivery and beyond. Provide contracting services in the ethical manner and fair profit. Develop and improve projects that aim for quality and growth. Improve workers productivity through communication, empowerment, and motivation.

3.5 Values

JTC values comes from the commitment towards Integrated Management System that stands for three major standards Quality Management System, Environmental Management System, and Occupational Health & Safety Management System, where they all focus on how product is to be delivered, at what condition and quality, targeting the satisfaction of all stakeholders from suppliers, subcontractors to client and customers.

3.6 Amendment

All amendments to this QHSE Manual shall be reviewed by the Management Representative for adequacy and approved by the Acting General Manager. The revision, updating and distribution will be the responsibility of the Management Representative as per IMS-PRO-001 Document Control Procedure.

In the event of minor changes, requiring the revision of one or several pages of the QHSE Manual, only such page shall be revised. In such cases, the revision number of the relevant pages will be incremented and the revision number in the cover page will follow the current change.

Revision number refers to revision of a section of the manual, starting from 0 and numerically increasing by 1 for each time a section is revised. The revision shall be indicated by writing in Bold and Italic letters. The nature of the issue and revision is recorded in the section "revision history".



TYPE	QHSE MANUAL		Document No.	JTC-QHSEM-01
TITLE	INTRODUCTION	SECTION NO. :	Page No	2 of 2
		3.0	Revision No :	6
			Effectivity Date:	January 24, 2010

3.7 QHSE Policy

QHSE POLICY

JTC is committed to provide quality construction services and products to Clients and Customers through fulfilling and compliance to the Integrated Management System that contain Quality Management, Health & Safety Management, and Environmental Management.

JTC is committed to understand customer requirement and meet expectations, comply with government rules, regulations, international standards, regulatory, statutory, and other relevant requirements.

JTC is committed to continually improve, communicate, and review the effectiveness of Integrated Management System implementation to all departments and projects with the intent that all employees are made aware of their individual QHSE obligation. All communicated information shall be available to interested party.

JTC shall bring into effect any alternation to this policy brought about by changes in legislation, or which JTC believes to improve its services, competency of our employees, protection of environment, prevention of injury and ill health of our employees in order to continually improve the effectiveness of our performance and processes including general public, which can be achieved through implementation of Integrated Management System Audit, Periodic Management Review and relevant Data Analysis.



MOHAMED ASHOUR
Acting General Manager

3.8 Policy Implementation

To ensure that the policy for the QHSE are understood, practiced, and maintained at all levels within the JTC, the following measures will be followed:

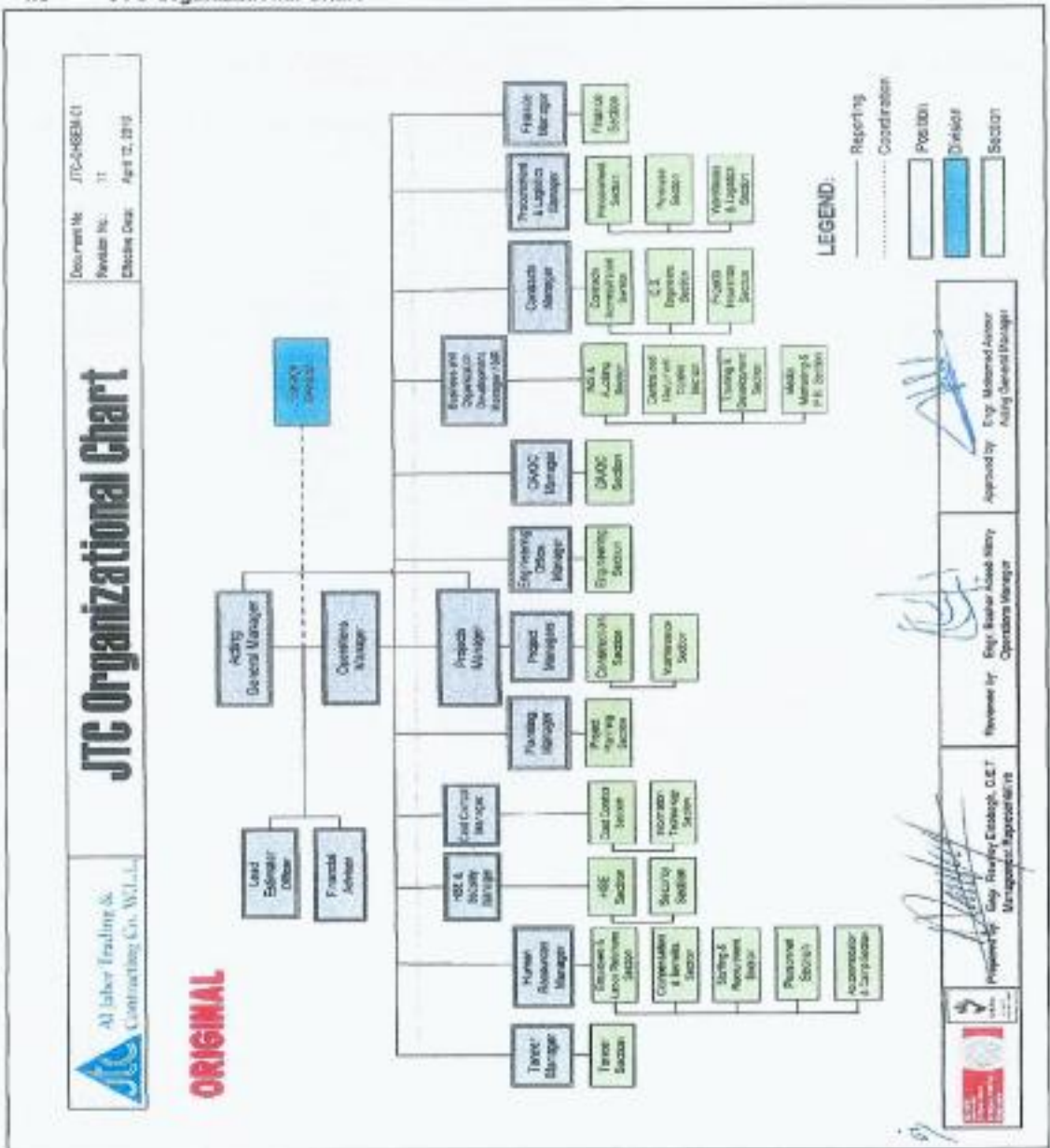
All existing and new employees will undergo induction into the QHSE Policy and the requirements of the Quality, Health, Safety and Environment Management System documents.

Internal Management audits will be routinely conducted to ensure staff adherence to the Management System requirements. The policy statement is visually displayed in the JTC's offices and each operational division and a copy of this policy will be made available to interested parties.



TYPE	QHSE MANUAL		Document No.	JTC-QHSEM-01
TITLE	QHSE MANAGEMENT SYSTEM	SECTION NO. :	Page No.	3 of 11
		4.0	Revision No. :	7
			Effectivity Date:	April 12, 2010

4.3 JTC Organizational Chart



Legend:

- Reporting
- Coordination
- Position
- Section

Note: Duties and responsibilities of all Managers is based on their individual Job Descriptions.