



PETRA
WOODEN INDUSTRIES

| FURNITURE CONTRACTING | JOINERY | INTERIOR DESIGN | FIT-OUT
| CURTAINS | UPHOLSTERY | METAL WORKS |



SUBJECT: Introduction Letter

Dear Sir/Madam,

We would like to introduce ourselves PETRA WOODEN INDUSTRIES. Our company was established in 2001 as a fit-out, interiors and furnishing contractor in Dubai, with the experience of 16 years in the field and an experienced team of staff and workers, trained to meet all clients' requirements. Our experience involves supply and fix of all different types of wood works, both fitted and case goods for Hotels, Offices, Schools, Hospitals, Villas and Shops.

In addition to the above, we have a very large experience in the execution of fit-out works for Villas, Offices and Commercial Outlets and Shops. We aim in Petra Wooden Industries to complete our projects to the satisfaction of clients, meeting their requirements through our employees and the services we provide.

We can offer the following:

- 1. Assist our clients and designers in developing ideas and designs.*
- 2. Assist our clients in sourcing out the most suitable materials.*

We will be more than pleased to serve you and to have a fruitful business relation between our companies.

For any inquiry, please do not hesitate to call the undersigned.

We look forward to hearing from you soon and remain.

Yours sincerely,

Petra Wooden Industries

Hisham Masaad

Managing Director




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COMPANY PROFILE



COMPANY PROFILE

MANAGEMENT

ALI AL SWEIDI	- Partner
HISHAM A. MASAAD	- Managing Partner
ABDO AL ZOU'BI	- Production Manager

ADMINISTRATION

MOHAMMED ASIF MULLA	- Accountant
JOANNA HAZEL MACASAET	- Secretary
CECILIA HUNG	- Accounts Assistant

PLANNING & ESTIMATION/PRODUCTION


SAMSHEER NALAKATH	- Architect
ANSAR NIZAMUDDIN	- Architect / Site Engineer
NABIL UMMER	- Draftsman
MAURO CUNANAN	- Draftsman
SIKANDAR HUSAIN	- Site Supervisor
CHANDRAN RAMAN	- Production Supervisor
ARCY JAMES BERNAL	- Project Coordinator

WORKERS

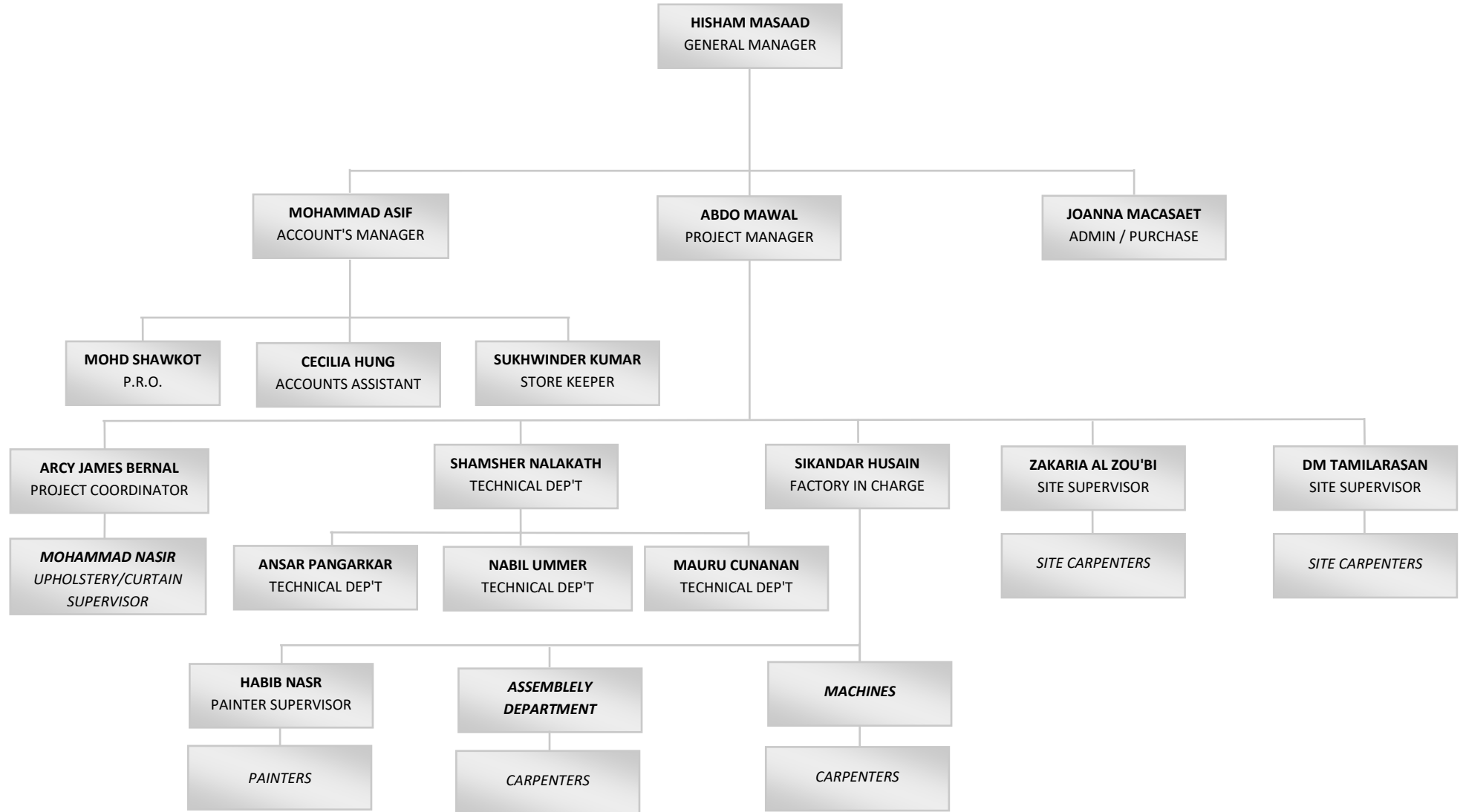
SITE AND FACTORY FOREMAN	- 5
SKILLED WORKERS	- 55
UNSKILLED WORKERS	- 9
FINISHING	- 33
DRIVER	- 4
STOREKEEPER	- 1



ORGANIZATIONAL CHART



PETRA WOODEN INDUSTRIES ORGANIZATIONAL CHART





Company Employee List

Printed on: 14/10/2017 16:36:34

Company Code	500331	Company Category	2-B
Company Name	PETRA WOODEN INDUSTRIES (L.L.C)	Total Employees	115

No	Person Code	Person Name	Job	Passport Details	Card Details
1	00401028180314	ABDOL MAWLA AHMAD ALZOABI	PRODUCTION MANAGER	N004374915 SYRIA	69186179 Renew Labour Card 12/01/2019
2	20010056593587	ABDUL QADIR SAADAT KHAN SAADAT KHAN	BUS DRIVER	AT4428863 PAKISTAN	70421219 New Labour Card 18/04/2019
3	20013028721987	ABDUL RAZIQ KHAWAJAL KHAN	PAINTER ASSISTANT / WOOD	AZ1079192 PAKISTAN	65297829 New Labour Card 19/02/2018
4	11813088959835	ABIBA AFUKA IVO	FURNITURE WOODWORKER	0175385 CAMEROON	65743388 New Labour Card 26/03/2018
5	11801038758582	ALAIN DONAL YEPSEU TCHOKOUNTHE	PAINTER WOODEN FURNITURE	0492523 CAMEROON	68223374 New Labour Card 09/11/2018
6	10004108536247	AMRIK SINGH HARBHAJAN SINGH	FURNITURE WOODWORKER	H0988526 INDIA	62665892 Renew Labour Card 11/09/2017
7	10007028449871	ANSAR NIZAMUDDIN NIZAMUDDIN ALISAHEB PANGARKAR PANGARKAR	ARCHITECTURE DRAUGHTSMAN	F7041752 INDIA	71544849 Renew Labour Card 08/06/2019
8	30402068985496	ARCY JAMES PIMENTEL BERNAL	LABOUR SUPERVISOR	XX1364503 PHILIPPINES	70455539 Renew Labour Card 21/03/2019
9	10006068840151	ASHOK MUTHYYAN MUTHYYAN	FURNITURE WOODWORKER	M9333674 INDIA	70196426 New Labour Card 25/03/2019
10	20001018837792	ASIM SHAHZAD MUHAMMAD AKBAR	FURNITURE WOODWORKER	JF5144932 PAKISTAN	69868624 Renew Labour Card 11/02/2019
11	02123087719467	AWATIF MOHAMED ABDELRAHMAN ABDALLA ALOBEDLI	FOLLOW UP CLERK	NFR569920 EMIRATES	69028819 National and GCC Labor Card 01/02/2019
12	10001058778072	BABLU RAJMANGAL NISHAD NISHAD	PAINTER ASSISTANT / WOOD	M0327011 INDIA	69876486 Renew Labour Card 14/02/2019
13	10023039337301	BALJEET KUMAR DARSHAN RAM	ORDINARY LABOURER	M1005718 INDIA	71696316 New Labour Card 12/07/2019

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No	Person Code	Person Name	Job	Passport Details	Card Details
14	10001088935305	BALJINDER SINGH HARBHAJAN SINGH	ORDINARY LABOURER	J2354705 INDIA	71424306 New Labour Card 28/06/2019
15	10017107565498	BALWINDER KUMAR RAM PAL	ORDINARY LABOURER	N4267783 INDIA	72230903 New Labour Card 09/08/2019
16	10016099396306	BILAL MOHD ISLAM	PAINTER WOODEN FURNITURE	M3783698 INDIA	64865985 New Labour Card 19/01/2018
17	10023089522643	BINTU BEDI SINGH	FURNITURE WOODWORKER	L5043784 INDIA	66605086 Renew Labour Card 26/06/2018
18	11815119645335	BORIS ATABONG JONALUS	PAINTER WOODEN FURNITURE	0383121 CAMEROON	69103097 New Labour Card 23/01/2019
19	10010107754944	BRAJPAL CHUNILAL CHAUDHARY CHUNILAL	ORDINARY LABOURER	J0181497 INDIA	68809979 New Labour Card 25/11/2018
20	30413058463799	CECILIA MANOCSOC HUNG	ARCHIVES CLERK	EC3301549 PHILIPPINES	70565886 Renew Labour Card 29/03/2019
21	10030058160828	CHUHARA RAM PARKASH CHAND	ORDINARY LABOURER	J4188132 INDIA	71696387 New Labour Card 12/07/2019
22	11819118992288	DANIEL NZONG	PAINTER ASSISTANT / BUILDINGS	0209959 CAMEROON	70196037 New Labour Card 20/03/2019
23	11820089358545	DERRICK ABONYE MBE	PAINTER WOODEN FURNITURE	0414199 CAMEROON	68810906 New Labour Card 28/11/2018
24	11820088692245	ELVIES TAMBE AKOEGBE	PAINTER ASSISTANT / BUILDINGS	0473972 CAMEROON	70196318 New Labour Card 18/03/2019
25	11805019045338	ELVIS NEBA NEBA	PAINTER WOODEN FURNITURE	0247313 CAMEROON	69364857 New Labour Card 30/01/2019
26	11813098235493	ERNEST NKWENTI ACHO	FURNITURE WOODWORKER	0589609 CAMEROON	71424189 New Labour Card 04/06/2019
27	30110047563908	FARUK AHMED FAIZ AHMED	PAINTER WOODEN FURNITURE	A 0706494 BANGLADESH	72433606 Renew Labour Card 21/08/2019
28	10004058570980	FASALUL RAHMAN VILAKKATHARA VALPPIL MOIDUNNI VILAKKATHARA VALAPPIL	SALES EXECUTIVE	L9140957 INDIA	66724625 New Labour Card 09/07/2018
29	30110037363909	FAYEZ AHMED JAMAL AHMED	PAINTER WOODEN FURNITURE	R 0847614 BANGLADESH	72433595 Renew Labour Card 21/08/2019
30	11810068605328	FIDELIS NGAYNEK ETOH	PAINTER ASSISTANT / WOOD	0551413 CAMEROON	70196146 New Labour Card 19/03/2019

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No	Person Code	Person Name	Job	Passport Details	Card Details
31	20006018477538	GHAZANFAR ALI GHULAM ALI	FURNITURE WOODWORKER	1793491 PAKISTAN	68829282 Renew Labour Card 19/11/2018
32	10023057544032	GURJEET RAM SOHAN LAL	DECOR WOODWORKER	G6111373 INDIA	67207548 Renew Labour Card 16/07/2018
33	00104017096277	HABIB NASR ELSEBAEI KHEDR	PAINTER WOODEN FURNITURE	A05998746 EGYPT	65903053 New Labour Card 07/04/2018
34	11826068228815	HENRY NCHE AWASOM	FURNITURE WOODWORKER	0313074 CAMEROON	65903050 New Labour Card 15/04/2018
35	11827077759819	HUGUES TAMOKOUE NWABO	PAINTER WOODEN FURNITURE	0222825 CAMEROON	65743677 New Labour Card 24/03/2018
36	30102067497023	IKBAL HOSSAIN SAJRUL ISLAM	PAINTER ASSISTANT / WOOD	AC6504584 BANGLADESH	67157140 Renew Labour Card 11/07/2018
37	20014047854069	IMRAN SAJID GHULAM SARWAR MUGHAL	FURNITURE WOODWORKER	CL5576361 PAKISTAN	65297870 New Labour Card 27/02/2018
38	43610108147491	JACKSON KANYEMBA	FURNITURE UPHOLSTERER	MA562177 MALAWI	66932159 New Labour Card 08/09/2017
39	31601118114544	JAYANARAYAN DHAKAL	FURNITURE WOODWORKER	07511023 NIPAL	69804029 New Labour Card 15/02/2019
40	30431039006864	JOANNA HAZEL PASTRANA MACASAET	SECRETARY	EC4719174 PHILIPPINES	65297819 New Labour Card 14/02/2018
41	10010048095148	JOKHAN KOMAL	PAINTER WOODEN FURNITURE	K7267726 INDIA	62908167 New Labour Card 11/09/2017
42	30101118588731	JUBAIRUL ISLAM ABU AHMMAD	FURNITURE WOODWORKER	C 1917749 BANGLADESH	67779243 Renew Labour Card 26/08/2018
43	30124038497180	KABIR HOSSEN ABU BAKKER KHAN	PAINTER ASSISTANT / WOOD	B0718258 BANGLADESH	66965032 Renew Labour Card 10/07/2018
44	10001017783560	KAMLESH KUMAR VIKRAM GUPTA GUPTA	PAINTER WOODEN FURNITURE	J4245799 INDIA	71727604 Renew Labour Card 22/06/2019
45	10028038970274	LAKHAN PAL OM PARKASH	ORDINARY LABOURER	G8539640 INDIA	68810821 New Labour Card 16/11/2018
46	10013058792588	LAKSHMAN UMESH CHANDRA HALDER HALDER	FURNITURE WOODWORKER	J3266616 INDIA	65515988 Renew Labour Card 26/02/2018
47	10004077378119	LAKSHMI ALGU	PAINTER ASSISTANT / WOOD	L7501450 INDIA	69876494 Renew Labour Card 14/02/2019

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48	10005027932367	LASHKAR GURDEV RAJ	FURNITURE WOODWORKER	G2502214 INDIA	66100338 Renew Labour Card 11/04/2018
49	10002079189769	MANINDER SINGH SHINGARA SINGH	FURNITURE WOODWORKER	J0540504 INDIA	66979162 Renew Labour Card 24/06/2018
50	30416059221022	MAURO ROSELO CRUZ CUNANAN	ARCHITECTURE DRAUGHTSMAN	EC5424486 PHILIPPINES	66507130 New Labour Card 05/06/2018
51	11812048858579	MICHEL PAMENI	PAINTER WOODEN FURNITURE	0506716 CAMEROON	68223411 New Labour Card 09/11/2018
52	20001017092622	MIRZA SAGHEER AHMED ABDUL KAREEM	FURNITURE WOODWORKER	XJ1155591 PAKISTAN	65515999 Renew Labour Card 10/03/2018
53	10029017982668	MOHAMMAD AQBAL FAQIR MOHAMMAD	ORDINARY LABOURER	K3572936 INDIA	68809457 New Labour Card 03/12/2018
54	30110078533648	MOHAMMAD MONIR HOSSAIN NOOR ISLAM	FURNITURE WOODWORKER	AA5359664 BANGLADESH	67207555 Renew Labour Card 19/07/2018
55	10002037520358	MOHAMMAD NASIR MOHAMMAD NAFIS	FURNITURE UPHOLSTERER	G4155140 INDIA	69937405 Renew Labour Card 25/02/2019
56	10016087349866	MOHAMMAD SALIM SAIFI KHURSHEED HUSAIN	FURNITURE WOODWORKER	F7330021 INDIA	64723844 Renew Labour Card 24/12/2017
57	30112038603840	MOHAMMAD SHAMSUL HAQUE SERAJUL HAQUE	PAINTER ASSISTANT / WOOD	E0522444 BANGLADESH	67207558 Renew Labour Card 16/07/2018
58	10001018965902	MOHAMMAD SUBAHAN AMJAD ALI	FURNITURE WOODWORKER	M3048327 INDIA	69876393 Renew Labour Card 10/02/2019
59	30110037508001	MOHAMMED ABUL KASHEM ABDUL KADER	PAINTER ASSISTANT / WOOD	Q 0235533 BANGLADESH	64723836 Renew Labour Card 14/12/2017
60	10020107619978	MOHAMMED ASIF MULLA MULLA AHMED	ACCOUNTANT GENERAL	H4595382 INDIA	67145594 New Labour Card 01/08/2018
61	30115108547542	MOHAMMED KAISAR HAMID MOHAMMED ABDUR RAHMAN	PAINTER ASSISTANT / WOOD	W 0773107 BANGLADESH	64145553 Renew Labour Card 23/11/2017
62	30101079290330	MOHAMMED MOJAMMEL HOSSAIN MOHAMMED LOKMAN	FURNITURE WOODWORKER	AA8410227 BANGLADESH	67207568 Renew Labour Card 10/07/2018
63	30116028315566	MOHAMMED MORSHED ALAM ABDUL KADER	PAINTER ASSISTANT / WOOD	R 0021434 BANGLADESH	64672540 Renew Labour Card 23/11/2017
64	11826129659806	MOHAMMED NDAM NDAM	PAINTER WOODEN FURNITURE	0164905 CAMEROON	65742774 New Labour Card 26/03/2018

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65	30111128926192	MOHAMMED SAFIUL AZAM MOHAMMED ABU TAHER	PAINTER WOODEN FURNITURE	C0712157 BANGLADESH	63019504 Renew Labour Card 05/09/2017
66	30117128563910	MOHAMMED TOWHIDUL ALAM MOHAMMED NURUSSAFA	ORDINARY LABOURER	X 0002638 BANGLADESH	63019542 Renew Labour Card 27/08/2017
67	30102036899774	MOHD SHAWKOT ABDUR RASHID	LABOUR SUPERVISOR	Q0446946 BANGLADESH	70565872 Renew Labour Card 01/04/2019
68	20031128151751	MUHAMMAD ASLAM MUHAMMAD SHARIF	FURNITURE WOODWORKER	ZY1808721 PAKISTAN	68809619 New Labour Card 22/11/2018
69	20025098477252	MUHAMMAD IRFAN MUHAMMAD ALI ALIS BHOLA	LIGHT VEHICLE DRIVER	DE1989472 PAKISTAN	66930186 New Labour Card 23/06/2018
70	20001018339107	MUHAMMAD JAVED MUHAMMAD ARSHAD	FURNITURE WOODWORKER	FG8670881 PAKISTAN	67145561 New Labour Card 17/07/2018
71	20014098822463	MUHAMMAD ABUBAKAR MANZOOR MANZOOR HUSSAIN	FURNITURE WOODWORKER	CA0718481 PAKISTAN	68810126 New Labour Card 20/11/2018
72	20001016815424	MUHAMMAD MANSHA GHULAM MUHAMMAD	FURNITURE WOODWORKER	BB0714001 PAKISTAN	68829275 Renew Labour Card 28/11/2018
73	20001016810309	MUHAMMAD TOSEEF MISTARY ABDUL KARIM	FURNITURE WOODWORKER	AA7880382 PAKISTAN	68033194 Renew Labour Card 28/09/2018
74	10016039581364	MUHAMMEDALI JOWHAR KUNHIMOIDEEN ALANCHERY ALANCHERY	PAINTER ASSISTANT / WOOD	N2160459 INDIA	65297850 New Labour Card 03/03/2018
75	10011088864111	NAHID ALI HAMEED	FURNITURE WOODWORKER	J7247096 INDIA	69876403 Renew Labour Card 10/02/2019
76	10023067983622	NANHU SAHATU NISHAD NISHAD	PAINTER ASSISTANT / WOOD	G9882788 INDIA	71727611 Renew Labour Card 22/06/2019
77	30128058375137	NAZIM UDDIN HAJI ABU AHMED	PAINTER ASSISTANT / WOOD	R0767325 BANGLADESH	66965031 Renew Labour Card 05/07/2018
78	11809019292343	NKENGLEFACK EMERALD FORLEMU	PAINTER ASSISTANT / BUILDINGS	0550192 CAMEROON	70196232 New Labour Card 09/03/2019
79	10003027965573	ONKAR SARWAN LAL	ORDINARY LABOURER	L8420668 INDIA	72002245 New Labour Card 09/08/2019
80	10010107362646	PURAN SINGH DARSHAN SINGH	FURNITURE WOODWORKER	J5595000 INDIA	66396917 Renew Labour Card 01/05/2018
81	10002048534659	RAM KISHUN PASWAN SHEOLAL PASWAN	PAINTER WOODEN FURNITURE	H7247658 INDIA	65864650 Renew Labour Card 15/03/2018

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82	10016128370280	RAM KUMAR KEWAL CHAND	ORDINARY LABOURER	P1574850 INDIA	68811033 New Labour Card 15/12/2018
83	10002018573499	RAMDHYAN YADAV SANTRAJ YADAV	FURNITURE WOODWORKER	G9203378 INDIA	70395555 Renew Labour Card 21/04/2019
84	10020029503747	RANJIT SINGH SAWINDER SINGH	FURNITURE WOODWORKER	N2908019 INDIA	68223302 New Labour Card 22/10/2018
85	11815128958534	RAUMOND FOMBEN FOMBEN	PAINTER WOODEN FURNITURE	0312804 CAMEROON	68223461 New Labour Card 12/11/2018
86	10014079290097	RAVI BANGA BASANT RAJ	FURNITURE WOODWORKER	L6576066 INDIA	65903052 New Labour Card 05/04/2018
87	10004038510553	RAVINDER SINGH SUKHDEV SINGH	FURNITURE WOODWORKER	N4398345 INDIA	68223344 New Labour Card 23/10/2018
88	31620098349725	REMNATH UPADHYAY	FURNITURE WOODWORKER	08403801 NIPAL	69804057 New Labour Card 15/02/2019
89	10020076886976	REYAZUDDIN LAL MOHAMMAD KHAN	FURNITURE WOODWORKER	L6469716 INDIA	65968174 Renew Labour Card 29/03/2018
90	10026076158691	ROGAY ABDUL KARIM ROGAY YOUSUFF	LIGHT VEHICLE DRIVER	K8771790 INDIA	68223196 New Labour Card 07/11/2018
91	20010027622528	SAJJAD AHMAD MUMTAZ KHAN	BUS DRIVER	JY1155402 PAKISTAN	65742398 New Labour Card 03/04/2018
92	10012057849796	SAMSHEER NALAKATH VELOORAKAYIL MUHAMMED KUTTY	ARCHITECTURE DRAUGHTSMAN	F8334224 INDIA	67884332 Renew Labour Card 21/09/2018
93	10010108763264	SANDEEP KUMAR DALIP KUMAR	FURNITURE WOODWORKER	F9162997 INDIA	63183547 Renew Labour Card 11/09/2017
94	10001048370248	SANJEEV KUMAR MOHINDER SINGH	ORDINARY LABOURER	L1990351 INDIA	68810891 New Labour Card 16/11/2018
95	10015117790572	SHAILESH SINGH RAM NIWAS SINGH	ORDINARY LABOURER	M0740035 INDIA	68223215 New Labour Card 13/11/2018
96	30327047197272	SHANTHA PEMASIRI WIJETUNGA AMARADIWAKARA	UPHOLSTERER ASSISTANT	N3491505 SIRELANKA	66864294 New Labour Card 12/12/2017
97	30106028107333	SIKANDAR HUSAIN SARWAR HUSAIN	FURNITURE WOODWORKER	J7983302 INDIA	71589048 Renew Labour Card 14/06/2019
98	10012119222619	SONU JAIPAL SINGH SAINI	FURNITURE WOODWORKER	L5043552 INDIA	66605094 Renew Labour Card 26/06/2018

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99	11802069258508	STANLEY EFOME JABEA	PAINTER WOODEN FURNITURE	0482943 CAMEROON	68223443 New Labour Card 09/11/2018
100	10014047465435	SUDARSHAN KUMAR PRITAM CHAND	ORDINARY LABOURER	L1990468 INDIA	72002253 New Labour Card 09/08/2019
101	10029067909203	SUKH DEV PREM KUMAR	FURNITURE WOODWORKER	J2239280 INDIA	68223280 New Labour Card 22/10/2018
102	10020079090131	SUKHWINDER KUMAR VIJAY KUMAR	STOREKEEPER	H3235405 INDIA	65297823 New Labour Card 16/02/2018
103	10001057869443	SUNIL KUMAR DASS RAM	FURNITURE WOODWORKER	F8825009 INDIA	63019519 Renew Labour Card 07/09/2017
104	10015098483550	SUNIL KUMAR HARIHAR NISAD NISAD	PAINTER WOODEN FURNITURE	G9582171 INDIA	71727608 Renew Labour Card 22/06/2019
105	10016088109182	SUNIL KUMAR JAG PAUL	FURNITURE WOODWORKER	L4526732 INDIA	68223233 New Labour Card 22/10/2018
106	10010108646506	SUNIL NISHAD RAM CHANDRA	PAINTER WOODEN FURNITURE	H0648357 INDIA	64022353 New Labour Card 18/11/2017
107	10014049310537	TAMILARASAN DEVARAJ MARLIN DEVARAJ	FURNITURE WOODWORKER	L4144935 INDIA	68223063 New Labour Card 24/10/2018
108	11825079316306	THIERRY ANICET NJONKOU	PAINTER ASSISTANT / BUILDINGS	0503204 CAMEROON	70196351 New Labour Card 11/03/2019
109	10012128257995	UDAYABHAN RAM KISHUN	FURNITURE WOODWORKER	J0132375 INDIA	63266780 New Labour Card 23/09/2017
110	10018028447991	VIJAY KUMAR CHIRANJI LAL JANGIR	PAINTER WOODEN FURNITURE	E7498320 INDIA	70396305 Renew Labour Card 08/04/2019
111	10002046606087	VIJAY KUMAR MADAN LAL	FURNITURE WOODWORKER	J1770538 INDIA	69608847 Renew Labour Card 26/01/2019
112	10001056978101	VISRAM KHAJANCHI PRASAD KHAJANCHI PRASAD SAHANI NISHAD NISHAD	PAINTER ASSISTANT / WOOD	M1449996 INDIA	69876420 Renew Labour Card 14/02/2019
113	20023098937948	WAQAR HUSSAIN AHMAD KHAN	FURNITURE WOODWORKER	HC6907561 PAKISTAN	68223129 New Labour Card 09/11/2018
114	00401018958036	ZAKARIA AHMAD ABDULMAWLA ALZEBI	LABOUR SUPERVISOR	N006193037 SYRIA	66724669 New Labour Card 26/06/2018
115	10007118334583	ZANEEM AHMAD SAGHEER AHMAD	PAINTER WOODEN FURNITURE	F9620978 INDIA	63565137 New Labour Card 01/11/2017

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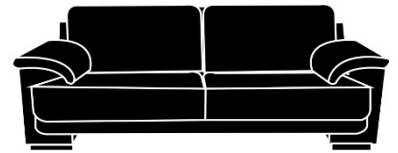
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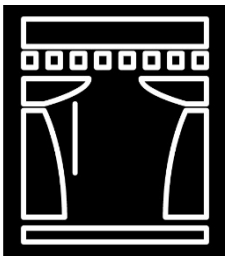
SERVICES



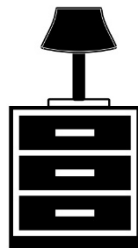
Furniture
Contracting



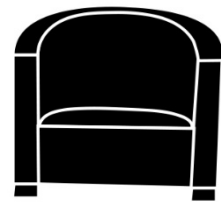
Interior Design



Curtains



Joinery



Upholstery



Metal Works



Fit-Out





LIST OF PROJECTS

SN	PROJECT	DESCRIPTION	DESIGNER	CLIENT	LOCATION	VALUE OF WORK (AED)
1	Mihirako Hotel	Furnitures	Moda Home	Mr. Nawroz Omar	Iraq	920,000.00
2	Al Fattan Hotel & Resort	Furniture and Doors	AHK	AHK	Dubai, UAE	740,000.00
3	Tara Hotel	Hotel rooms furniture	Al Yarmook Decor	Mr. Abdullah Al Fuqae	Dubai, UAE	300,000.00
4	Intercontinental Hotel Ball Rooms	Movable Partitions	DORMA ME	DORMA ME	Dubai, UAE	200,000.00
5	Tulip Inn Hotel	Supply of Furnitures	DWB Interiors	DWB Interiors	Kingdom of Saudi Arabia	165,000.00
6	Mena Plaza Hotel	Complete Joinery, including upholstery & curtains	DWB Interiors	DWB Interiors	AL Barsha, Dubai, UAE	250,000.00
7	Double Tree Hotel	Furnitures	DWB Interiors	DWB Interiors	Riyadh, KSA	270,000.00
8	Hotel rooms renovation	Full renovation/ Fit-out and furniture for one wing of Hotel rooms	Al Habtoor Group	Al Habtoor Group	Dubai, UAE	70,000.00
9	Executive Office – Meydan Hotel	Fitted joinery, doors, gypsum works and Furniture.	MEDAN	MEYDAN	Meydan Hotel, Dubai, UAE	260,000.00
10	NMC Hospital	Joinery Works	A2Z	NMC	Dubai, UAE	500,000.00
11	ZAABEL CLINIC	Fitted Joinery Works	Engineering Office	Engineering Office	Dubai, UAE	313,000.00
12	Old Beach Palace	Complete Fitted Joinery Works & Doors	Engineering Office	Engineering Office	Dubai, UAE	416,000.00
13	Federal National Council	Renovation Work Level 12 & 13	Federal National Council	Federal National Council	Dubai, UAE	1,545,000.00
14	Abu Dhabi Islamic Bank	Fitted Joinery and Furniture	Harmony Look	Harmony Look	Sharjah, UAE	403,000.00
15	Etihad Museum	Ceiling Wooden Slats	CBM Construmat	CBM Construmat	Dubai, UAE	368,000.00
16	Aramex Offices	Complete Fitted Joinery Works & Upholstery	Fadi Sarieddine	Fadi Sarieddine	Jebel Ali, Dubai, UAE	1,400,000.00
17	Ajman University for Science & Technology	Kitchen Counters	Ajman University	Team Engineering	Ajman, UAE	1,058,000.00
18	AATI Essentials	Joinery Works	ARKI	ARKI	Meraas Outlet Village, Dubai	180,000.00
19	AVAYA Office	Fitted Joinery Works & Doors	AVAYA	AVAYA	Emirates Towers, Dubai	177,000.00
20	Dubai Islamic Bank	Fitted Joinery and Furniture	Harmony Look	Harmony Look	Dubai, UAE	143,000.00
21	Dubai Desert Gate	Fitted Joinery Works	MAKAN Interiors	MAKAN Interiors	Dubai, UAE	167,000.00

22	TECOM Offices	Joinery Works	Highgate	Highgate	Dubai, UAE	127,000.00
23	Galvanni MCC	Fitted Joinery Works	MAKAN Interiors	MAKAN Interiors	MCC, Dubai, UAE	130,000.00
24	Andrew's Ties	Fitted Joinery Works	MAKAN Interiors	MAKAN Interiors	DCC, Dubai, UAE	34,945.00
25	Jennyfer MOE	Fitted Joinery Works	MAKAN Interiors	MAKAN Interiors	MOE, Dubai, UAE	72,075.00
26	Crabtree & Evelyn Dubai Mall	Fitted Joinery	Creatis	Creatis	Dubai Mall, Dubai, UAE	100,000.00
27	Nouran Concept Lighting Showroom	Joinery works, display unit and doors	Haseeb Rasoul Engineering	Haseeb Rasoul Engineering	Dubai, UAE	205,000.00
28	Executive Offices Level 28 & 38	Office furniture, wall panelling, doors, reception counter	ARKI	ARKI	Emirates Towers, Dubai, UAE	1,350,000.00
29	Tche Tche	Full fit-out works	Tche Tche	Tche Tche	JBR, Dubai, UAE	142,000.00
30	Zher El Laymoun Restaurant	Full Joinery Works	Amana Scratch	Amana Scratch	Dubai Mall, Dubai, UAE	318,000.00
31	Crescent House	Doors	Crescent Petroleum	Crescent Petroleum	London, England	300,000.00
32	NMC Hospital	Fitted Joinery Works & Doors	A2Z	NMC	Abu Dhabi, UAE	215,000.00
33	ASGC Relocation	Joinery Works	Highgate	Highgate	Dubai, UAE	325,000.00
34	Karma Kafe	Furnitures	Karma Kafe	Karma Kafe	Dubai, UAE	185,000.00
35	DAFCO (8 Buildings)	Fitted Joinery Works & Doors	DAFCO	DAFCO	Sharjah, UAE	2,668,000.00
36	On the Run Project	Wooden Carts	Engineering Office	Engineering Office	Jebel Ali Hills, Dubai, UAE	160,800.00
37	Venus Tools Showroom	Fitted Joinery Works	Moda Home	Venus Tools	Dubai, UAE	555,000.00
38	Lock Stock & Barrel	Joinery	Leisure Solutions	Leisure Solutions	Dubai, UAE	194,000.00
39	Zadina Showroom	Fitted Joinery and Furniture	Amana Scratch	Amana Scratch	Al Ain Mall, UAE	536,000.00
40	Callidora	Full fitout works	Mr. Omar Ali	Mr. Omar Ali	Wafi Mall, Dubai, UAE	450,000.00
41	Nutrition Zone	Full Joinery Works/Furniture	Kalilink	Kalilink	Ibn Batuta Mall, Dubai, UAE	156,000.00
42	Shk. Al Thani - 6 Villas	Complete Fitout works, including Joinery & upholstery	AD-MYRA Switzerland	Shk. Abdula Al Thani	Sharjah, UAE	3,200,000.00
43	Mr. Hossain Al Daryaei Private L49 & E92 Villa	Complete Fitout works, including Joinery	DIAR Consult	Mr. Hossain Al Daryaei	Emirates Hills, Dubai, UAE	2,150,000.00
44	Private Palace Mr. Mane Al Otaiba	Fitted Works and Joinery	Hispano Decor	Hispano Decor	Marrakish, Morocco	1,500,000.00
45	Mr. Omar Al Adab Villa	Fit-Out & Joinery Works	Casa Prestige	Mr. Omar Al Adab	Fujairah, UAE	1,650,000.00
46	Mr. Wael Villa	Fitted Joinery Works	Creatis	Creatis	Jumeirah, Dubai, UAE	652,000.00
47	Mr. Sultan Al Saboosi	Joinery Works	Engineering Office	Engineering Office	Zabeel, Dubai, UAE	291,000.00
48	Mr. Ahmad Sorayanejad	Complete Joinery, including upholstery & curtains	Domus Decor	Mr. Ahmad Sorayanejad	Dubai, UAE	864,000.00

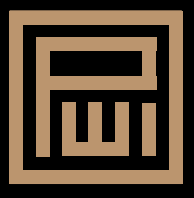
49	Mr. Walid Haji Villa	Complete Fitted Joinery Works & Doors	Graydon Design - USA	Mr. Walid Haji	Emirates Hills, Dubai, UAE	2,100,000.00
50	4 Private Villa	Complete Fitted Joinery Works & Doors, Curtains & Upholstery	Moda Home	Moda Home	Kurdistan, Iraq	1,700,000.00
51	Mr. Khalid Al Hashemi Villa	Furnitures	Moda Home	Mr. Khalid Al Hashemi	Dubai, UAE	325,000.00
52	Mr. Mansoor Janahi Villa	Complete Fitted Joinery Works & Doors & Upholstery	Moda Home	Mr. Mansoor Janahi	Dubai, UAE	425,000.00
53	Mr. Mansour Al Mansouri Villa	Complete Fitted Joinery Works & Doors, & pholstery	Mr. Mansour Al Mansouri	Mr. Mansour Al Mansouri	Dubai, UAE	735,000.00
54	Mr. Razan Jafar Villa	Complete Fitted Joinery Works & Doors, Curtains & Upholstery	Mr. Razan Jafar	Mr. Razan Jafar	Dubai, UAE	108,000.00
55	Mr. Saleh Alichla Villa	Doors & Wardrobes	Mr. Saleh Alichla	Mr. Saleh Alichla	Dubai, UAE	175,000.00
56	Mr. Sultan Sweidi Villa	Doors & Wardrobes	Mr. Sultan Sweidi	Mr. Sultan Sweidi	Sharjah, UAE	245,000.00
57	Guest Villa - H.H. Sheikh Hamdan Villa	Guest Room furniture	Al Ain Properties	Al Ain Properties	Al Ain, UAE	130,000.00
58	HH Sheikh Hamdan Bin Zayed Furniture for Ramadan tent	Soft and Hard Furnitures	Al Ain Properties	Al Ain Properties	Dubai, UAE	800,000.00



PROJECT SUMMARY

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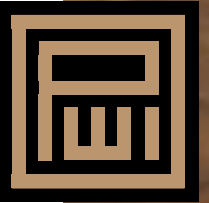


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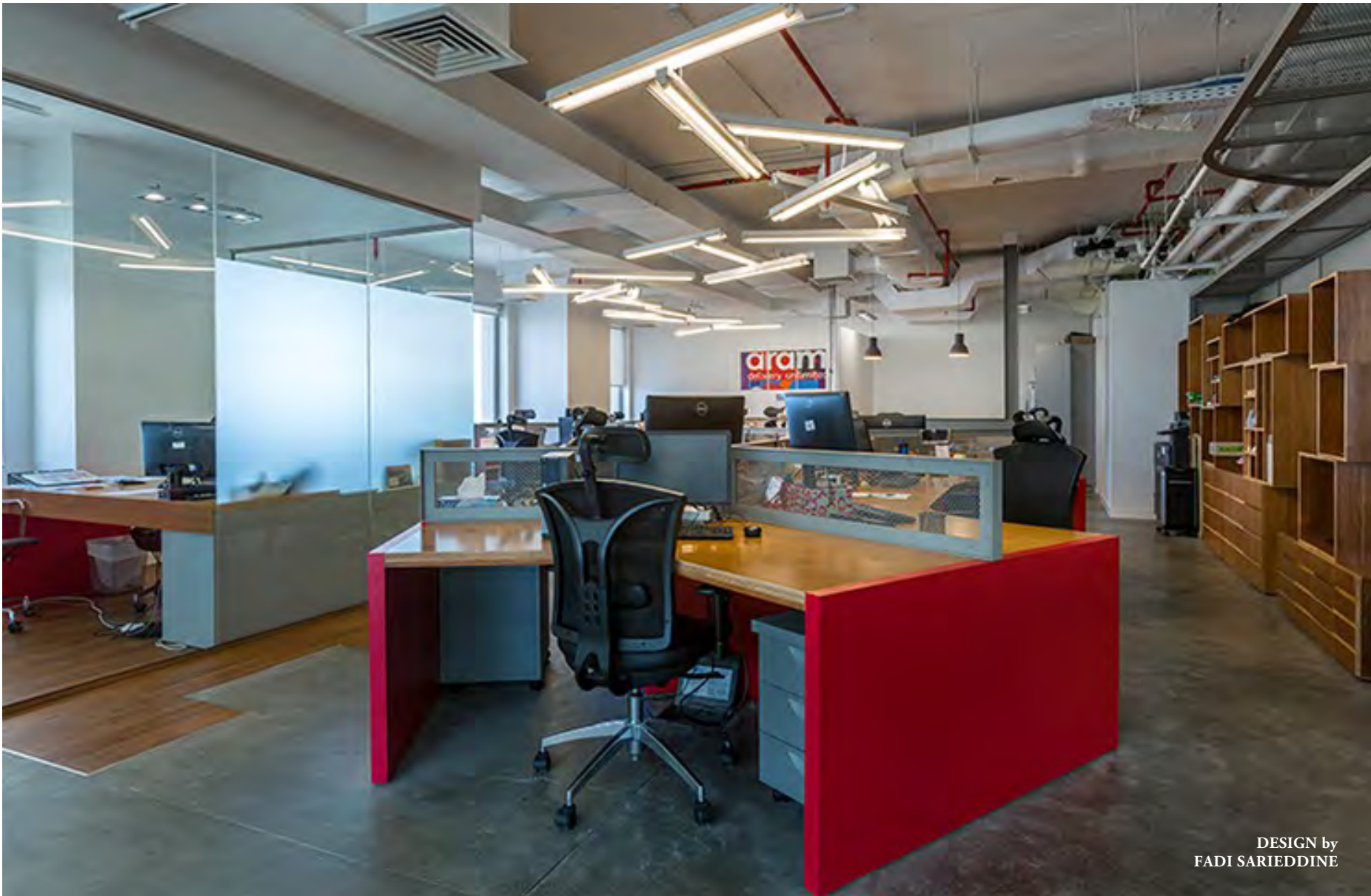
ARAMEX WAREHOUSE - UMM RAMOOL

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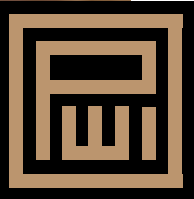


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ARAMEX WAREHOUSE - UMM RAMOOL



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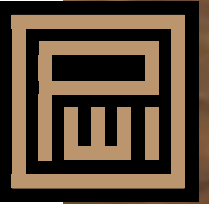
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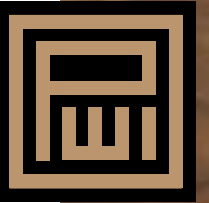
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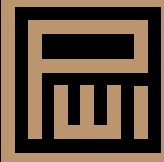
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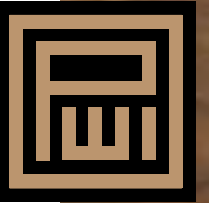
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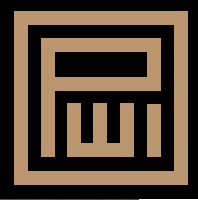
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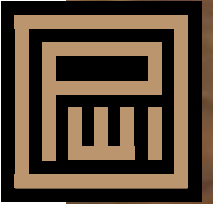
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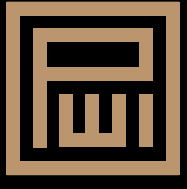
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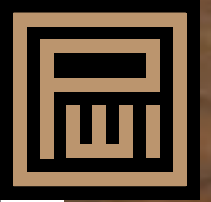
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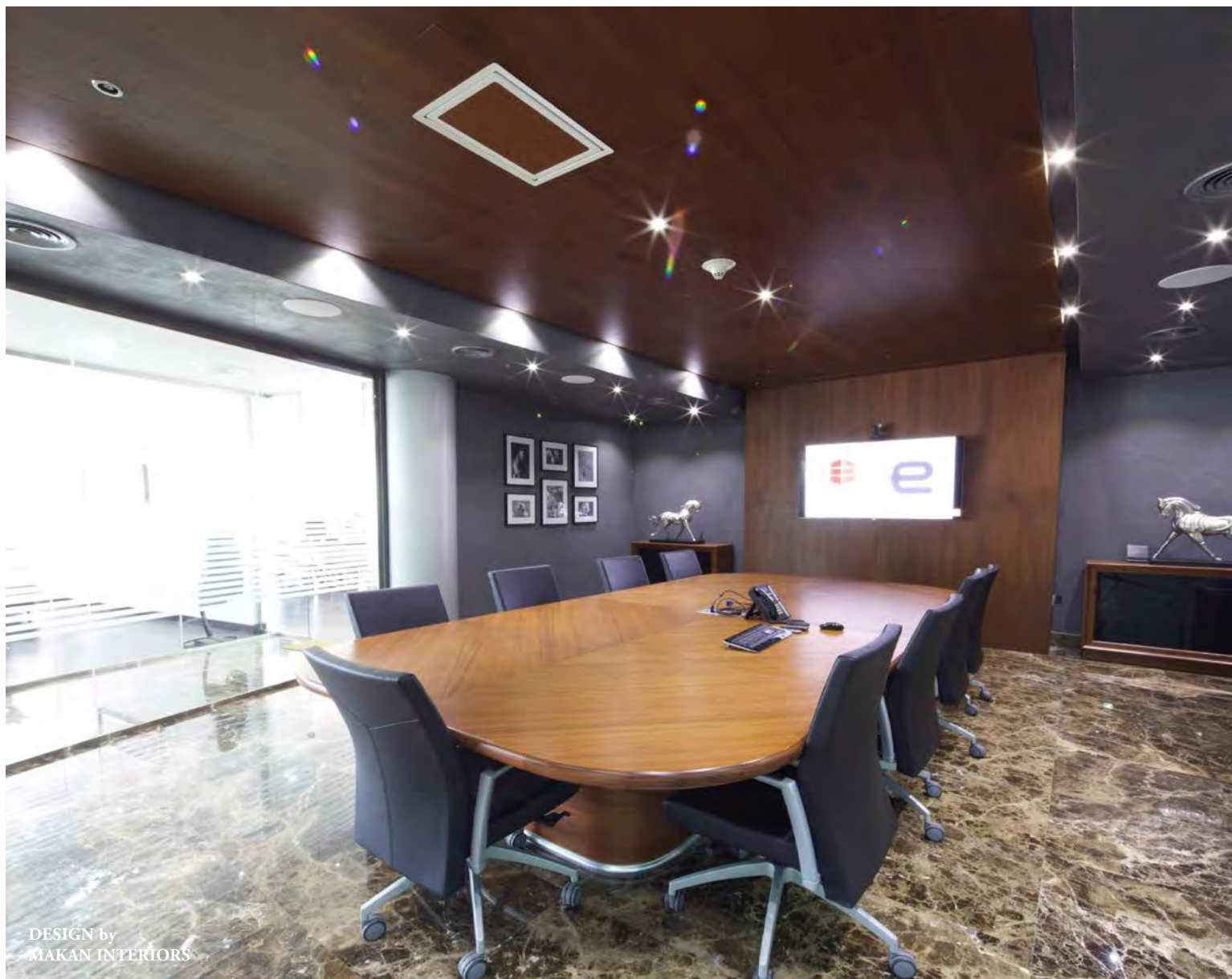
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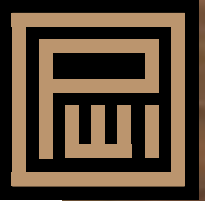
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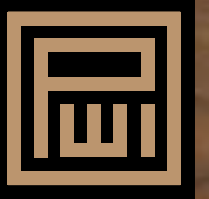


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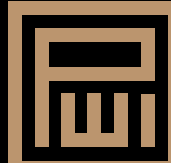


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GALVANNI - DEIRA CITY CENTE



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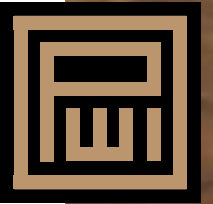


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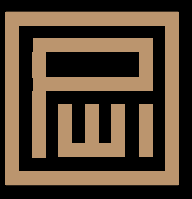
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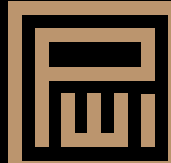
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ZAHR EL LAYMOUN



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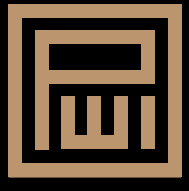
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ZADINA - AL AIN



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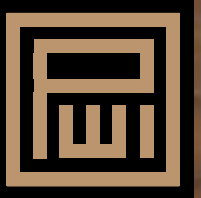


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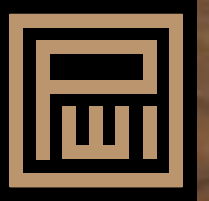
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KARMA KAFE - DUBAI MALL

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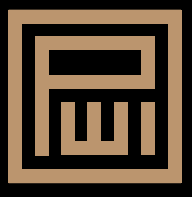
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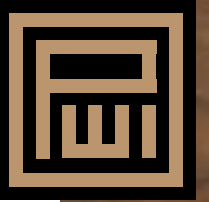
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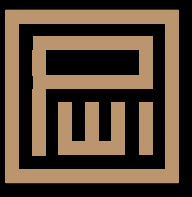
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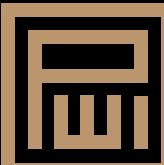
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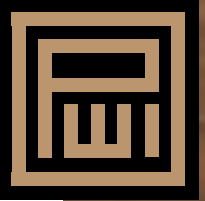


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MENA PLAZA HOTEL



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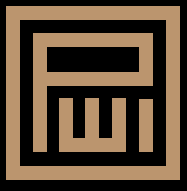
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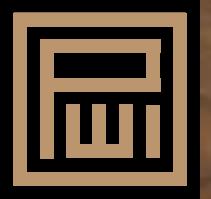
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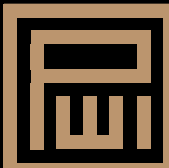
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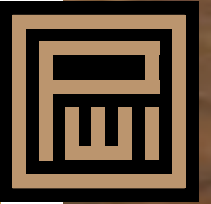
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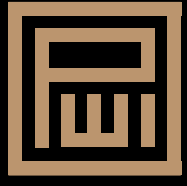


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DOUBLE TREE HILLTON - RIYADH



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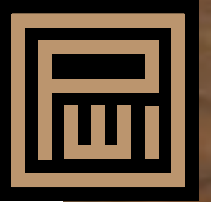


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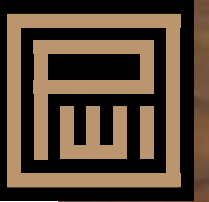
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NMC HOSPITAL - DIP



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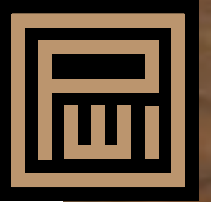
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NMC HOSPITAL - DIP

HEALTHCARE PROJECT

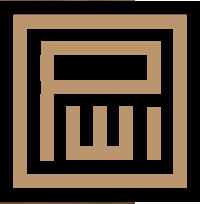
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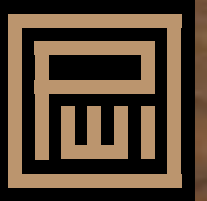
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ZABEEL CLINIC



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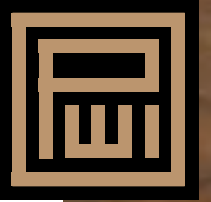
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ZABEEL CLINIC

HEALTHCARE PROJECT

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ZABEEL CLINIC

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ZABEEL VILLA

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ZABEEL VILLA



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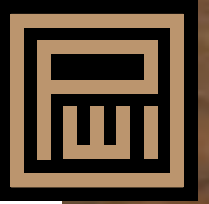
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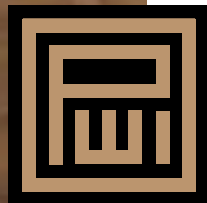
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ZABEEL VILLA



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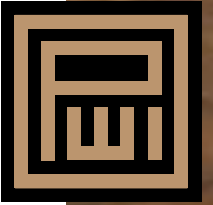
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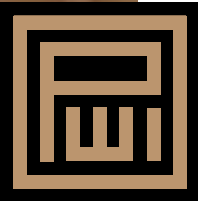
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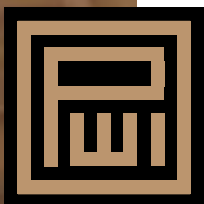
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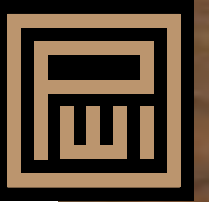


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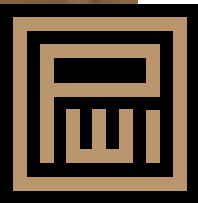


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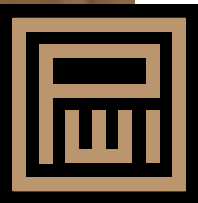
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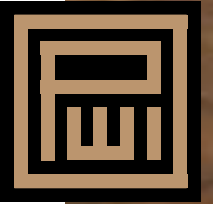
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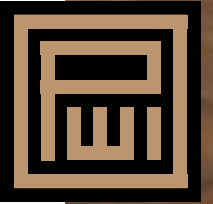
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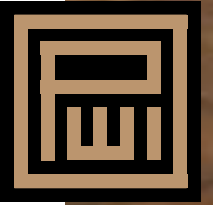
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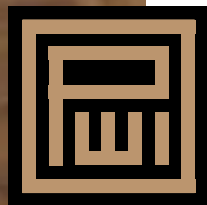
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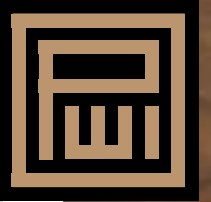
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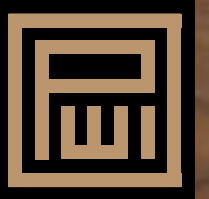
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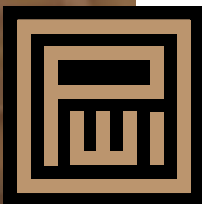
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BURJ KHALIFA RESIDENCE



QUALITY MANUAL

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APP A ORGANIZATIONAL FLOWCHART

APP B SAMPLE PLANNING OR SCHEDULING PROCEDURE

APP C MACHINERY LIST

I. INTRODUCTION OF THE COMPANY:

Established in 2003, PETRA WOODEN INDUSTRIES (hereafter PWI) is recognized as Interior Contracting Company in the UAE. With a simple philosophy of pleasing design coupled with secure technical detailing, Petra Wooden Industries enjoys producing interiors ranging from small scale retail extensions, high end villas, hospitals and offices.

Petra Wooden Industries has been successfully providing the industry, a full range of planning, interior works and fit-out services.

Latest technology and trends in the industry, Petra Wooden Industries ability to interpret design concepts to produce unique. Positioning and precisely incorporating requirements be it that of the client or the designer, gives Petra an unparalleled hand above the rest. Experience, hard work and excellent client communication have made, and continue to make Petra Wooden Industries one of the most trusted names in the interior contracting business.

We stress on detailed initial project planning, thorough & close co-ordination, value engineering, intensive design principal involvement and project management expertise to ensure accurate and efficiently executed projects.

Our Projects covers from CORPORATE, COMMERCIAL, HOSPITALITY, HEALTHCARE, RESIDENCIAL, RETAIL & LEISURE areas.

Our Service are JOINERY, PAINT SHOP, UPHOLSTERY, SITE EXECUTION, QUALITY CONTROL, METAL WORKS

II. QUALITY MANAGEMENT SYSTEM

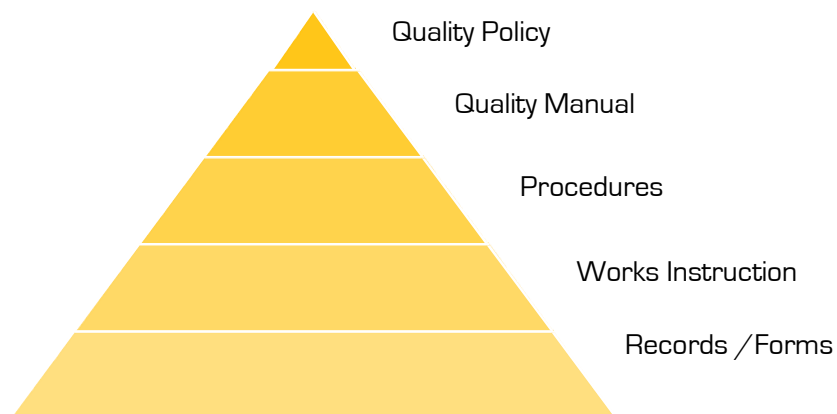
A. GENERAL REQUIREMENTS

PWI has established, documented and implemented a quality system, which upon implementation continually improves its effectiveness in accordance with the requirements of the international standard. For implementation of the system, following mechanism has been documented.

- Identification of the processes needed for this quality system.
- Sequence and interaction of these processes
- Reference of documents which give:
- Criteria & methods for effective operation & control of these processes
- Availability of information for operation and monitoring of these processes.
- Method to measure, monitor and analyze these processes and implement action for planned results and continual improvement

B. DOCUMENTATION REQUIREMENTS

Petra Wooden Industries Quality Structure is as described below:



C. GENERAL

This Quality system includes:

- documents required.
- documents required by the organization for effective operation and control of the processes. This includes external documents also.

D. QUALITY MANUAL

The purposes of this manual is to:

- Define the scope of the quality system
- Give details of and justification for any exclusions,
- Reference to documented procedures
- Describe the interactions between the processes of the quality management system,
- Define the authorities and responsibilities of the top management personnel,
- Provide general procedures (or reference to them) for all activities comprising the quality management system,
- Present our quality management system to our customer(s) or other interested parties.
- This manual describes the quality system as adopted by PWI and applies to all activities, which contribute to the quality of services provided by the company.

E. CONTROL OF DOCUMENTS

All documents required by PWI are controlled. Procedure has been established to describe method of:

- Approval of documents for adequacy
- Review, update and re-approval of the documents
- Identification of current revision status of the documents
- Issuance of documents and ensuring availability of relevant version of applicable document at the points of use.
- Ensuring that the documents are legible, identifiable and easily retrievable.
- Identification and controlled distribution of external documents.
- Prevention of unintentional use of obsolete documents and identification of such documents if retained.

- Adequate backup is provided for the documents maintained in electronic media. Management has overall responsibility for ensuring that all Quality System documents, including forms used to create quality records are controlled as per procedures.

F. CONTROL OF QUALITY RECORDS

Records are a special type of controlled document and a documented procedure is established for the same, which describes method of:

- Identification, Storage & retrieval
- Protection, rétention & disposition
- Responsible staff, Place of record & Accessibility

III. MANAGEMENT RESPONSIBILITY

A. MANAGEMENT COMMITMENT

The management of PWI ensures that the objectives formulated are consistent with the overall policies of the company. A strategic framework is established for the operational management to produce the quality objectives. The objectives set are continuously monitored and reviewed in the management meetings. Minutes of such meetings are kept by management.

- The statement of commitment of the management has been made in the Quality Policy.
- The following mechanism has been developed to provide evidence of the management commitment to the development & improvement of the Quality System:

B. CUSTOMER FOCUS

We at PWI are determine to meet the needs and expectations of our customers, thereby ensuring customer satisfaction. We continually look for other ways to interact directly with individual customers to ensure proper focus to their unique needs/expectations. Customer needs and expectations is also determined by the organization through:

- Attending seminars and participating in exhibitions

- Reviewing Magazines and publications related to the field
- Customer related processes.
- Customer feedback.

C. QUALITY POLICY

PWI has established a Quality Policy that is relevant to the needs of the organization. Management ensures that this policy is communicated and understood by all employees and reviews the same for its continued suitability during the management review meetings.

The management ensures that all employees are aware of the requirements of the Quality Policy. This is achieved through:

- Displaying the policy at important locations.
- Training the staff about quality policy and objectives.
- Ensuring requirement of the quality management system are informed to employees through issue/ display of the quality management system documents.

D. PLANNING

QUALITY OBJECTIVES

PWI has established quality objectives set for each department. The objectives are measurable and consistent with the quality policy and are reviewed by the management at applicable functions at periodic intervals.

The objectives of the Company in pursuit of its policy are:

- Meeting agreed customer requirements for service / product delivery within a certain percentage of time.
- Meeting regulatory and other requirements for product and services.
- Identifying opportunities for improvement.
- Review periodically & continually improve the quality processes in line with changing requirements.

These objectives are measurable and reviewed periodically for prioritizing, setting targets and reviewing status of achieving them. The Objectives shall be communicated/ explained to all employees relevant to their function.

E. QUALITY PLANNING

To achieve the quality objectives, the Quality system planning is carried out considering the following:

- Identification and acquisition of needed equipment, resource and skills.
- Allocation of resources, responsibilities and authority needed.
- Identification of processes and suitable verification activities.
- Planning of production activities.
- Implementation of quality objectives.
- Implementation of improvement programs.
- Implementation of preventive actions.
- Carrying out internal audits, training and calibration programs.

It is ensured that the integrity of the Quality System is maintained while planning or implementing any change in this system.

IV. RESPONSIBILITY, AUTHORITY AND COMMUNICATION

A. RESPONSIBILITY & AUTHORITY

Responsibilities and authorities, including reporting relationships are defined in detailed "Job Descriptions" for all positions. This is communicated to all employees. The interrelationships between various sections are illustrated in the form of "Organization Chart".

- Reference Documents: Organization Chart – Annexure A

B. INTERNAL COMMUNICATION

General flow of information and instructions within the organization from the management to the work center is in line with the organization chart.

The information and instruction regarding this system may be initiated by the Management and may be communicated to all through notice/ circulars to all

concerned functions or by internal memo directly to the concerned individual. The communication includes, but not limited to: Quality policy updates, Quality objectives, Responsibilities and

authorities, Outputs of management reviews, Audit results, Nonconformities identified within the quality system, Customer requirements, Legal and regulatory issues, Areas of improvement, Accomplishments etc.

A feedback system enabling any employee communicates his/her idea/suggestion to the management directly is actively encouraged from employees. This feedback is reviewed and necessary action taken by the management. If the feedback/ suggestion is aimed at improvement of the system or any process, the same is discussed in the Management Review meetings and necessary actions are decided & taken accordingly.

The management ensures updates on customer, legal and regulatory requirements and its communication to all employees. Management actively encourages feedback and communication from employee in improving organization's performance and achievement of quality objectives.

V. MANAGEMENT REVIEW

A. GENERAL

Top Management of PWI reviews quality system once a year to ensure its continuing suitability, adequacy and effectiveness.

A Procedure has been established to describe:

- Planned intervals for conducting management meetings.
- To ensure continuing suitability, adequacy and effectiveness by necessary changes to the Quality system, quality policy and quality objectives.

B. REVIEW INPUTS

Procedure has been established with minimum agenda for the management review meeting to include inputs of current performance and improvement opportunities related to the following:

- Result of audits
- Customer feedback
- Process performance and product conformance
- Status of corrective and preventive actions
- Follow-up action on last management review
- Suggestion for changes that improves this Quality System.
- Resource requirements including facility/infra-structure and training.

C. REVIEW OUTPUTS

Procedure has been established to describe method of writing minutes of the management review meeting to include action related to following outputs:

- Improvement of the Quality System and its processes.
- Improvement of product related to customer requirements
- Resource requirements

Management records the minutes of the review with actions, time scales and assigned responsibilities. Changes identified to quality management system shall have a formal implementation.

VI. RESOURCE MANAGEMENT

A. PROVISION OF RESOURCES

The Management is committed to provide adequate resources at all times. Towards this commitment, PWI determines and provides adequate resources including training and competent personnel.

B. HUMAN RESOURCES

GENERAL

A Procedure has been established giving minimum level of competence required for assigning responsibilities to personnel at different levels in the organization. This would include requirements of education, training, skill and experience. Requirements for human resources are discussed in the review meetings and appropriate actions is taken and followed up.

C. Competency, Training and Awareness

The Management of PWI ensures that personnel performing activities influencing quality are competent based on education, training and experience. The Procedure for training includes following requirements:

- Identification of competency needs for personnel performing activities affecting quality, identified through Job descriptions and competency matrix.
- Training activities affecting quality.
- Evaluation of effectiveness of training provided.
- Awareness to be given to employees of the relevance and importance of their activities and their possible contribution towards achieving quality objectives of the Company.
- Maintenance of appropriate records of education, experience, training and qualification
- are maintained.

D. INFRASTRUCTURE

Present facility and infrastructure is adequate for the administrative and production processes. However, Management review has the provision to discuss and decide actions required for providing and maintaining facilities, which are identified by various department heads in the following areas of resources:

- Workspace and associated facilities.
- Equipment, hardware and software.
- Supporting services.

These facilities includes those required due to changes such as:

- Upgradation of product
- Upgradation of process
- Development of new product/ service

The IT department takes back up (automatic/periodic) of all data to protect the computerized data from damage.

E. WORK ENVIRONMENT

PWI has defined factors that would influence the wellbeing of the personnel and their ability to contribute to achievement of organization benefits. Physical factors include facilities like use of safe practices of work, ergonomics and protection against noise, heat, and pollution. Adequate control is exercised for protection of items and personnel through fire protection equipment which is done once in six months. The contract & service report is maintained at the respective locations.

The Management reviews and updates work environment periodically.

VII. PRODUCT REALIZATION

A. PLANNING OF REALIZATION PROCESS

PWI has identified, established planned and developed the processes needed for service realization. Planning of service realization shall be consistent with the requirements of the other processes of the Quality System.

Each procedure details the best flow to conduct an activity starting from the planning of an activity and determining related inputs and up to the final completion of this activity and achieving required outputs. Resource needs for the Quality System shall always be the responsibility of the top management. This includes material, human resources, facilities, machinery, and money. Procedures/ work instructions related to each process involved in product realization is referred hereunder:

Sr. #	Process	Reference
1	Design	
2	Technical	
3	Estimation	
4	Project Management	
5	Production & QC	
6	Human Resources	
7	Finance & Accounting	
8	Purchase	
9	Stores	
10	Handling, Storage, Preservation, Packaging & Delivery	
11	Control Of Monitoring & Measuring Equipment	

B. CUSTOMER RELATED PROCESSES

DETERMINATION OF REQUIREMENTS RELATED TO THE PRODUCT

There are two types of inquiries received from the customers. :

- Tender inquiries in form of tenders giving detailed specification of the service required and specifying terms and conditions.
- Informal inquiries may be in form of direct verbal enquiries or those generated by
- Sales/Marketing Executives of the company where the Company has to prepare specification or is of open nature where the extent of work is defined later.

The present and future needs of the customer are assessed during the order reception and proposal preparation. The statutory and regulatory requirements are also determined during this phase. PWI has established a process of identifying customer requirements. The information is gathered through:

- Review of customer requirements, requirements about availability, delivery and support.
- Monitoring of issues raised by interested parties.
- Requirements necessary for intended use but not specified by the customer
- Regulatory or legal requirements related to the product.

C. REVIEW OF PRODUCT REQUIREMENTS

Reviews carried out at following stages as per and records maintained accordingly:

- Receipt of tender/ inquiry
- Receipt of order/contract
- Receipt of any amendment after the confirmation of order/ contract

These reviews are carried out to ensure that:

- Product requirements are defined
- Customer requirements are confirmed prior to acceptance
- Differences are resolved.
- Company has the ability to meet requirements.

Provisions are made to obtain confirmation of the customer to any amendment that may be required by PWI during execution of the project. The changes are communicated to the relevant work center.

D. CUSTOMER COMMUNICATION

Following arrangements have been established for communication with the customer as under:

Sr.#	Activity	Method
a.	Product information	By introductory letters, Personal meetings and Website
b.	Handling of enquiries, orders and amendments	Suitable liaison/ negotiation
c.	Customer feedback	Customer feedback

Various interfaces with the customers are defined in relevant procedures for solicitation of feedback on service standards. It begins from sales inquiry, order handling, contract review, and delivery to customers. Communication with the customer can be in the form of emails, letters, fax, verbal or other methods. Complaints received from the customers are reported through customer complaints register.

E. DESIGN AND/ OR DEVELOPMENT

DESIGN AND DEVELOPMENT INPUTS

PWI has defined design inputs, which may be external or internal and include

- customer needs and requirements.
- contractual requirements.
- international and national standards
- industry codes of practice.

- data on existing product.

Any input that is incomplete, ambiguous or not fully evaluated in relation to practical application is subjected to evaluation through subsequent reviews, verification and validation activities

F. DESIGN AND DEVELOPMENT OUTPUTS

PWI reviews design and development outputs to ensure

- compliance with design and development input requirements.
- provide reference to acceptance criteria.

G. DESIGN AND DEVELOPMENT REVIEW

PWI reviews design and development activities to ensure all design and development activities remain consistent with each other and overall design and development objectives.

- The design and development reviews include representatives of functions concerned with the design stage, and where necessary external parties.
- The design and development reviews consider
- adequacy of design outputs.
- decision points.
- problem area.
- potential shortcoming.

H. DESIGN AND DEVELOPMENT VERIFICATION

PWI ensures design and development verification is carried out to ensure outputs are formally checked against the inputs. The verification activities include reviewing design stage documents before release.

I. DESIGN AND DEVELOPMENT VALIDATION

PWI ensures design and development validation is carried out to ensure product meets actual user or interested party needs. Where necessary partial validation of design and development outputs is carried out to provide confidence in the future application.

J. CONTROL OF DESIGN AND DEVELOPMENT CHANGES

PWI ensures design and development changes are controlled, recorded, reviewed and approved by appropriate personnel before implementation.

- In order to ensure control on the design and development changes. PWI consider
- unique identification of different versions of design and development outputs.
- identification status of times during design and development process.
- availability of correct and accurate information.
- effective communication of data and information to all parties.

K. PURCHASING

PURCHASING CONTROL

It is the responsibility of the Purchase Manager to ensure that all purchased items conforms to specified requirements. The type and extent of control applied to the supplier and the purchased product shall depend upon the effect of the purchased product and subsequent product realization on the final product. Standard control procedure has been developed and will be maintained. Supplier qualification/ evaluation form duly completed for qualification/ evaluation along with any follow-up carried out for approved suppliers are kept as records.

L. PURCHASING INFORMATION

Supplier's qualification/ evaluation is carried out on the basis of the performance on the following purchasing information:

- Product/ service specification to be purchased,
- Customer requirements
- Infrastructure
- Readiness for verification of the product at supplier's shop
- Purchase order shall include technical specification, inspection and test requirements besides commercial terms and is reviewed by for adequacy of specified requirements prior to release.

M. VERIFICATION OF PURCHASED PRODUCT

Purchase order have necessary provision for verification of purchased product when required. The Stores Department ensures that the purchased product is inspected prior to use. The performance of service providers is verified and monitored by the management.

N. PRODUCTION & SERVICE PROVISIONS

The company does production by way of new constructions, joinery works and structural fabrication.

O. CONTROL OF PRODUCTION & SERVICE PROVISIONS

Following documents have been developed to address product manufacturing operations needed for product realization:

- Availability of clearly understandable procedures and work instructions,
- Use and maintenance of suitable facilities,
- Provision of suitable work environment that includes health and safety
- Use of suitable inspection, measuring and test equipment, capable of necessary accuracy and precision,
- Implementation of suitable monitoring and inspection activities, which is reviewed
- periodically by the management.
- Provision of identifying status of product with respect to required verification activities,
- Implementation of suitable service, delivery and post-delivery activities.
- For any new product or service that the Company decides to manufacture/ provide, necessary work instructions and quality plan shall be prepared on the

above lines before commencing product realization process.

- Maintenance register to log preventive maintenance activities in the workshop for equipment of production and service operations.
- List of appropriate measuring and monitoring equipment available in the workshop which is reviewed for suitability annually.

P. IDENTIFICATION & TRACEABILITY

PWI has established an identification system that identifies the items by suitable means throughout all realization processes. Where traceability is a requirement PWI controls the identification of product to ensure traceability to original identification and quality status and the records are maintained. All items in the stores and warehouse are identified through code and on receipt of items they are immediately entered in the inventory system. Proper inventorying of all items in the stores and warehouse is maintained through accounting system.

Q. PRESERVATION OF PRODUCT

PWI ensures during internal processing and final delivery of the product that they are segregated, handled and protected to maintain their quality. The products are monitored to prevent potential deterioration over a period time. Necessary arrangements, handling, proper storage and safety precautions are practiced in order to preserve the materials in specified area. The procedure for stores specifies the methods to be implemented by stores department for identification, handling, storage and protection

VIII. MEASUREMENT, ANALYSIS & IMPROVEMENT

A. GENERAL

PWI has identified and established processes for monitoring, measurement, analysis and improvement to ensure:

- Conformity of product / service to specified requirements.
- Conformity and continuous improvement of the quality management system.
- The processes and support needed to find, on a continual basis, opportunities for improving the effectiveness of the quality management system have been established. Adequate data analysis is carried out to detect process trends, customer perceptions etc.

PWI uses appropriate methods, including statistical analysis for measurement, Customer satisfaction, sales index, Quality Index, Wastage during storage or distribution, electricity / water consumption, timely project completion and Man-days consumption.

The top management is committed to provide adequate resources necessary to perform the monitoring, measurement and improvement processes.

B. MONITORING AND MEASUREMENT

CUSTOMER SATISFACTION

PWI has established a system of determination and monitoring of satisfaction and dissatisfaction of customer and other interested parties. Customer satisfaction is monitored through continuous evaluation of customer suggestions and complaints and through feedback from sales people.

C. INTERNAL AUDITS

Internal Audit procedure is documented to ensure that the implemented Quality System conforms to the following and is being effectively implemented and maintained which includes the following:

- The planned arrangements
- The requirements to the ISO Standard.
- Responsibility & requirements of planning audit, reporting results and maintaining records.

- Planning of audit program
- Audit criteria and scope
- Frequency / intervals between periodic audits
- Method of audit to ensure objectivity and impartiality of audit process
- Method of selection of auditors such that Auditors do not audit their own work
- Method of monitoring actions being taken to eliminate non-conformity and its cause.
- Follow up actions, verification of actions taken and reporting results.

D. MONITORING AND MEASUREMENT OF PROCESSES

Monitoring of the Quality System processes is done through monitoring of record keeping as per respective procedures and reviewing its effectiveness by the concerned.

Measurement of the process where applicable is carried out, reviewed by the respective person and discussed in the Management reviews and various meetings with the customers.

E. MONITORING AND MEASUREMENT OF PRODUCT

PWI has established a system of measurement of service to ensure specified requirements of the customer are met. PWI monitors and measures the characteristics of the service to verify that requirements are fulfilled. This is carried out at appropriate stages of the process realization process in accordance with the planned arrangements. Evidence of conformity with the acceptance criteria shall be maintained.

- The release of product and delivery of service to the customer shall not proceed until all planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority, and where applicable by the customer

Monitoring and measurement is undertaken for receiving, in-process and final inspection. Monitoring and measurement criteria include:

- Location of inspection in the process sequence.
- Characteristics to be inspected and acceptance criteria of product.
- Special tools, techniques or personnel qualification required.

- Responsibility for inspection and test.

F. CONTROL OF NON-CONFORMING PRODUCT

- Identification & control of non-conforming product
- Responsibility and authorities for controls
- Ways of taking actions for disposition
- Acceptance under concession by relevant authority of the customer when applicable.
- Prevent its original intended application.
- Method of maintaining records of the nature of non-conformity and subsequent actions taken.
- Re-verification of the corrected product for conformity to the requirements.
- Review customer's complaints for non-conformity detected after delivery,

G. ANALYSIS OF DATA

The company determines, collects and analyzes appropriate data to demonstrate the suitability and effectiveness of the quality management system and evaluates where continual improvement of the quality management system can be made through the following:

- Customer satisfaction
- Internal audits
- Conformity of the product requirements
- Characteristics and trends of processes
- Opportunity of taking preventive action
- Suppliers – performance and development

H. IMPROVEMENT

CONTINUAL IMPROVEMENT

Management review procedure has been documented to ensure that PWI improves continually in the effectiveness of its Quality System through the following:

Quality policy Quality objectives Audit results Analysis of data Corrective actions
Preventive actions

I. CORRECTIVE ACTIONS

Corrective and Preventive action procedure has been documented to ensure that appropriate actions are taken to eliminate the cause of non-conformity. The procedure defines the requirements for the following:

- reviewing non-conformities including customer complaints
- determining cause of non-conformities
- evaluating the need for action to prevent recurrence
- determining and implementing action needed
- records of the results of action taken
- reviewing corrective action taken.

J. PREVENTIVE ACTIONS

Corrective and Preventive action procedure has been documented to ensure that the preventive action appropriate to the effect of potential problems are taken. The procedure includes:

- Determining potential non-conformities and their causes
- evaluating the need for action to prevent occurrences of non-conformities
- determining and implementing action taken
- record of results of action taken
- reviewing preventive action taken
- Scope & Objective

This method statement covers the detailed procedure for the Health and Safety of the workers inside the premises. This procedure defines the method used to ensure that the Health and Safety have been carried out.



HEALTH AND SAFETY

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I. SCOPE & OBJECTIVE

This method statement covers the detailed procedure for the Health and Safety of the workers inside the premises. This procedure defines the method used to ensure that the Health and Safety have been carried out.

II. RESPONSIBILITIES/ SUPERVISION

Project Manager shall have the overall responsibility of the project for execution, quality and safety. He shall maintain the planning progress and co-ordination of works.

Project/ Site Engineer(s) shall be responsible for monitoring of the day-to-day activities on site, for materials, drawings, and allocation of resources to work areas on site. He shall report to the Project Manager.

Supervisor/ Charge Hand shall be directly responsible for the day-to-day job at site, for coordinating of work with skilled and unskilled labor or any other staff assigned in his area.

QA/QC Department will be overseeing the quality requirements and quality control measures for the project in coordination with Project/Site Engineer(s).

Safety Officer shall be responsible for the health & safety aspects on site as per the Main contractor and safety Manual.

III. PROCEDURE/ METHOD TO BE EMPLOYED

PRE-INSTALLATION CHECK

- Ensure that all safety requirements are in place in accordance with project safety plan.
- Ensure that the correct revision of the approved shop drawing is being used.
- Ensure that all materials used are not damaged or defective. Any non-conforming items must be labeled and returned to specified redundant area.
- Ensure that all carpenters and helpers are aware of using the correct materials, handling and installation procedure to ensure best quality of workmanship.

METHOD

- Storage.
- When off-loading, all material should be manual with care.
- All materials should be stored on site in safe place.
- Preparation:
- Drawings for installation are approved & co-ordinated with other works.
- Construction:
- Substructure and framing works will be done as per shop drawings.
- Finished items will be installed.
- Inspection
- Site supervisor / foreman will inspect all items fixed.
- Protection of finished goods will be carried out.
- Work inspection request will be raised to client.

IV. PLANT & EQUIPMENT

PERSONNEL PROTECTIVE EQUIPMENT:

- Helmets
- Safety Shoes
- Coveralls
- Masks
- Hand Gloves

V. MANPOWER REQUIREMENT

Manpower requirement like carpenter, Supervisor/ Foreman, and unskilled labour depends upon the planning organization chart and site progress.

MATERIAL REQUIREMENT

- Sand
- cement
- Wall tiles
- Gypsum boards

VI. HOUSEKEEPING

All work places where our personnel are working will be cleaned from the scrap materials derived from their work ensuring clean and healthy work environment as well as to maintain free access and egress in the event of emergency.

VII. CONTROL OF SAFETY & HEALTH HAZARDS

Implementation of Health & Safety mechanisms and checks shall be done as per contract agreement and the approved safety manual. The safety officer shall carryout the necessary routine inspections.

- Safety Lighting: Safety lights will be used in case of power failure ensuring good illumination for the personnel.
- Risk Controls: Risk assessment and their controls are carried out for the following activity/ hazards and enclosed with this method statement.
- Using Hand Tools
- Disposal of waste material

VIII. TRAINING

Carpenter performing the described work will be experienced carpenters. If deemed necessary specific team/ Individuals will undergo further training and awareness programs for this activity by the Project/ QA-QC Departments.

IX. QA/QC Documentation

The Form(s)/ Test Report (s) shall be used to verify the above activity to ensure that this activity is carried out as per the contract requirements.

X. DISTRIBUTION

The copy of this method statement shall be issued to the following:

- Client
- Project Manager
- Project/ Site Engineer



PRODUCTION MACHINERIES

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MACHINERIES

Band Saw, 1 no.	Miter Saw	Thicknesser Plainer, 5 nos.
Moulder Machine	Circular Heavy Duty Machine, 1 no.	Circular Saw, 2 nos.
Head Moulder	Edge Banding Machine	Wide Belt Sanding Machine
Belt Sanding Machine	CNC Router	CNC Boring
Veneer Cutting Machine	Pressing Machine, 2 nos.	Paint Booth, 2 nos.
Compressor [1000 liter], 2 nos.	Boring Machine	Chain Mortizer
Veneer Stitching Machine		

TRANSPORT VEHICLES

VEHICLE TYPE	NUMBER
3 TONS PICKUP	1
15 SEATER VAN	1
30 SEATER BUS	1
55 SEATER BUS	1
CARS	2
MOTORBIKE	1



LICENSES

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