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HEALTH and SAFETY

Manual

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1. GENERAL


DEHA TECH, for Nainawa Gas Turbines Power Plant Project, to apply adequate health and safety requirements, providing excellent and timely completion of tasks to operate, employees and other persons affected by the activities in order to minimize losses on them to inform employees about occupational health and safety, the notice required, training and awareness-raising activities.

Seeing as the most important priority of applicable Occupational Health&Safety Legislation and to comply with the terms of Membership Organizations, Hazard & Risk assessment, identifying existing hazards and risks and to provide possible protection, activities and products are brought into an integral commitment, work environment and Occupational Health a& Continuous improvement in safety practices adopted as policy.

DEHA TECH Group Companies HSE policy aims to perform HSE requirements to all site activities to provide an adequate security, risk free and safety oriented working environment, protecting the health of its work force and environment from potential pollutant.

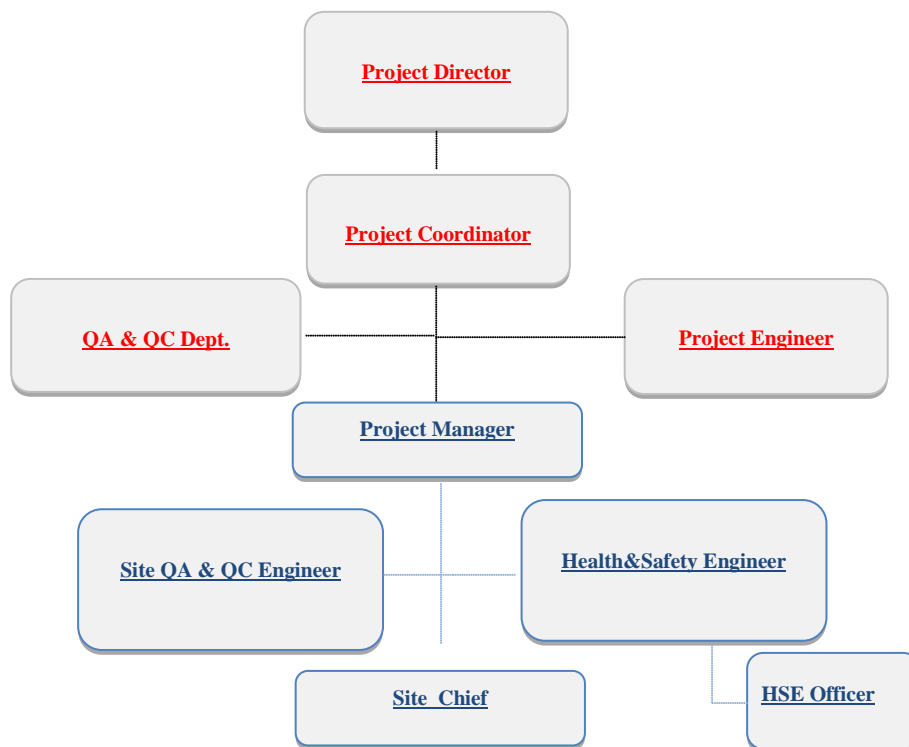
Mainly focus on:


- To Provide a sound basis for good HSE performance during the construction phase in Manufacturing area and Plant Site
- Provide HSE input to other disciplines in good time to minimize risk,
- Ensure that all company organizations and if any subcontractors adhere to the HSE Plan.
- To concern with environmental impact, minimize of emission from camp facilities to construction site, consistent with overall provision of the best practicable environmental options.
- To avoid/minimize adverse environmental impacts in the area surrounding the plant/site during all phases of the Project in term of Noise and Water table contamination
- During construction and activities, the safety goal is to experience no fatalities. Zero Fatalities, Zero Lost Time Injuries and Total Recordable Injury Frequency better than 1.3 per million exposure hours.

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2. HSE ORGANISATION CHART AND DUTIES


Basic Organisation Scheme for Health and Safety Management for head Office and Project Site Management for considering the project contract scope;



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2.1. PROJECT MANAGER

1. Having the project designs of the project in his/her responsibility prepared in accordance with the engineering principles and profitability conditions considered in the project in coordination with the concerning units and controlling the appropriateness of the projects prepared.
2. Determining all the source (material, labour, subcontractor, machine, equipment) plans, project budget which will be used in the context of the project, and the business programs in accordance with the project period.
3. Determining the project management organization, carrying out the establishment operations of the project crew having proper quality and quantity.
4. Coordinating and controlling that the Work Health and Safety principles to be obeyed exactly in order to minimize the number of accidents at work and creating proper work conditions.
5. Monitoring and controlling that the sources to be used in the project are requested on time and provided on time and in the desired quality. Ensuring all the resources provided are used effectively and efficiently.
6. Making sure the project work schedule and the project budget are revised monthly, and the difference between the approved budget and the actual results and the price deviations are determined and reported.
7. Determining the corrective/preventive actions against the possible problems and defects appearing in the scope of the project, applying them and informing the senior management about the problems and matters exceeding the scope of the Project Manager.
8. Providing the machine and equipment needs in accordance with the plans and ensuring that all the machines and equipments assigned to the project are used efficiently, minimizing the idle use, making sure the machines and equipments are used safely and properly.
9. Determining of the material specifications which will be used in the scope of the project in coordination with the employer, by placing the orders for materials in correct quantity and on the correct time in accordance with the work schedule, ensuring the materials are provided on the desired time and in the desired quality and quantity. Making sure that the materials provided are stored in proper and secure conditions.
10. Ensuring that the data which will be used as a base for the employer's allowances and the subcontractor firm's allowances are prepared in accordance with the manufacturing and controlling these.
11. Determining the principles regarding the quality control applications, controlling if the site applications are in accordance with the technical applications and quality standards, and ensuring the differences from the targeted quality criteria are eliminated.
12. Considering criteria including quality, staff adequacy, past experiences etc. for the subcontractor services needed in the scope of the project, taking charge in selecting the subcontractor firm and managing the contract process.
13. Determining more proper and easier construction methods, ensuring they are applied in the projects.


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Ensuring the materials and the equipments to be in accordance with the determined standards.

14. Providing coordination between related units, making sure purchasing & subcontractor contracts are prepared.
15. In order to determine if all the assembling operations are in accordance with the standards, making sure the controls required by the standards/contracts are performed.
16. Ensuring the financial (payments, allowance follow up etc.) and administrative (monitoring the laboring rates etc.) activities related to the project are carried out properly and on time.

2.2. HSE MANAGER/CHIEF


1. Inspects all the project, work instructions and methods which are applied in the work place in terms of work health and safety. Inspects the employees, work environment and material permanently.
2. Ensuring the required training, inspection and other activities are executed in order to enable the work and environment health and safety with the contribution of related parties in accordance with the company procedures and instructions, contract requirements and national and international laws and regulations.
3. Ensuring the work and environment health and safety activities are executed as planned, to make the measurements and to report by analyzing the data.
4. Reports to the related persons regarding the cautions which should be taken about the work health and safety as a result of the inspections which he/she performed and ensures the cautions are taken.
5. Ensuring the cautions, which are determined as a result of risk analysis works done and with the contribution of the related parties, are taken, providing the required equipments and making sure that the applications are executed by working coordinately with responsible officers.
6. Determining the applications for recording, analyzing and preventing the accidents at work and informing the related persons. Ensuring report is compiled and required records are kept in case of accident at work.
7. Ensuring the required trainings and practices are carried out by determining the emergencies and possible scenarios. Giving all kind of practical work safety trainings in the work place in coordination with the related persons.
8. Providing the supply and usage of the required materials (helmet, security belt, security shoes, working clothes, work safety plates, etc.)
9. Takes the cautions about the fire safety and trains the personnel about the fire safety.

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10. By making the notice plates for the dangerous places and situations be prepared, makes sure they are located in the required places.
11. Inspects the safety cautions required for all the work machines (derrick, work machines with tracked and rubber wheel, all motor vehicles).
12. Determines the route for motor vehicle traffic in the construction areas with the related persons; ensures the traffic signs and signalers are located.
13. Ensures administration system requirements are executed by working coordinately with the Head Office.

2.3. **HSE OFFICER**

1. Inspects all the project, work instructions and methods which are applied in the work place in terms of work health and safety. Inspects employees, work environment and material permanently.
2. Monitor the implementation of the HSE and Safety Manual.
3. Communicate regularly with security stewards and/or guards, first aiders and fire-wardens.
4. Organization of fire/emergency drill.
5. Organize and Conduct site Tool Box Meeting and other activities with periodic meetings.
6. Takes the cautions about the fire safety and trains the personnel about the fire safety.
7. By making the notice plates for the dangerous places and situations be prepared, makes sure they are located in the required places.
8. Inspects the safety cautions required for all the work machines (derrick, work machines with tracked and rubber wheel, all motor vehicles).
9. Determines the route for motor vehicle traffic in the construction areas with the related persons; ensures the traffic signs and signalers are located.
10. Ensures administration system requirements are executed by working coordinately with Head Office.
11. Organize safety campaign.

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3. INTRODUCTION


The purpose of the Construction HSE Plan is to define the organization and procedures to be adopted by DEHA TECH and Group Companies, its sub-contractors and vendors for the construction of industrial specific projects. All site activities should be performed as per contractual HSE requirements and in a manner that will provide an adequate security, risk free and safety oriented working environment, thus protecting the health of its work force and the environment from potential pollutant.

4. HSE POLICIES AND GOALS

It is the policy of the DEHA TECH Management to execute industrial project in such a manner that the health and safety of the workforce are given due priority and the conservation of natural environment is sufficiently reflected in those activities. HSE Policy is established to protect and provide safety condition of working people and plant site environment during execution of project at the plant site. DEHA TECH will provide safe systems of work through the effective application of risk assessment and good industry practice and safety standards. All foreseeable risks will be identified and managed to maintain the integrity of the Works and shall demonstrate the understanding and commitment of senior management and supervisors to the agreed policy through visible participation and involvement in all Occupational Health and Safety, Environmental and Technical Integrity related activities.

5. HSE MANAGEMENT POLICY;

- To meet HSE requirements during the Engineering and Procurement and Plant Site construction phase of the Project by obeying all applicable local and international OH&S legislation and standards, all applicable local and international environmental legislation and standards
- To provide a sound basis for good HSE performance during the construction phase and provide HSE input to other disciplines in good time to minimize risk,
- To ensure that all subcontractors adhere to the HSE Plan.
- To ensure safe working practices and promote healthy and conducive working environment.
- To effectively implement this HSE Plan that will meet or exceed contract requirements.
- To organize safety induction & safety awards to recognize accident, injury & fatal are preventable.
- To conduct HSE audits and inspections and report any potential hazards.
- To ensure continuous improvement in health, safety and environment performance.

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5.1. ENVIRONMENTAL POLICY;

Environmental impact concerns, where minimization of emission from the facilities camp to plant site construction zones, in each case, be considered as a Project goal, consistent with the overall provision of the best practicable environmental options.

- To avoid/minimize adverse environmental impacts in the area surrounding the plant/site during all phases of the Project.
- To avoid/minimize noise and Water table contamination


5.2. OCCUPATIONAL HEALTH AND SAFETY POLICY;

The following safety aims are relevant to the activities to be conducted during the construction phase of the project. During construction and activities, the safety goal is to experience no fatalities. The following safety statistical targets have been established for the project per million exposure hours:

- Zero Fatalities
- Zero Lost Time Injuries
- Total Recordable Injury Frequency better than 1.3 per million exposure hours.

5.3. HEALTH AND WORKING ENVIRONMENT POLICY;


- All Project activities will be conducted in a safe working environment which is conducive to the efficiency and well-being of site personnel.
- The construction phase will establish the programmers and procedures to be employed to ensure the achievement of this goal.
- The plant will be designed to ensure a good working environment for the operating staff.
- This will be achieved by application of sound ergonomic design principles, control of in-plant noise and use of working environment reviews during the design phase.

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6. DEFINITIONS

For the purposes of the Construction HSE Plan the following definitions shall apply.

- **Accident:** Undesired event giving rise to death, ill health, injury, damage or other loss.
- **Continual Improvement:** Process of enhancing the HSE Management System, to achieve improvements in overall occupational health, safety and environmental performances, in line with the project's HSE policy.
- **Hazard:** Source or situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the workplace environment or a combination of these.
- **Incident:** Event that gave rise to an accident or had the potential to lead to an accident. An incident where no ill health, injury, damage or other loss occurs is also referred to as a "near-miss". The term "incident" includes "near-misses".
- **Non-Conformance :** Any deviation from work standard, practices, procedures, regulations, management system performance etc. that could either directly or indirectly lead to injury or illness, property damage, damage to the workplace environmental or a combination of these.
- **Objective:** Targets, in terms of HSE performance that an organization sets itself to achieve. Objective should be quantified wherever practicable.
- **Occupational Health, Safety and Environmental :** Conditions and factors that affect the well-being of employees, temporary workers, contractor personnel, visitors and any other person in the workplace including the environment.
- **Risk:** Combination of the likelihood and sequence(s) of a specified hazardous event occurring.
- **Risk Assessment:** Process of estimating magnitude of risk & deciding whether or not risk is tolerable.
- **Tolerable Risk:** Risk that has been reduced to a level that can be endured by the project having regard to its legal obligations and its own HSE policy.
- **Loss Time Injury (LTI):** Any injury which renders the injured person unable to perform his/her normal duties for a period beyond the day on which the injury was received.

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- **First-Aid Injury:** A work related injury which requires minor treatment by a nurse or self-treatment, whereby the injured is able to resume the total scope of normal job function immediately after treatment.
- **Environment :** Surroundings in which a project operates, including air, water, land, natural resources, flora, fauna, humans and their interaction.
- **Environment Aspect:** Element of project's activities, products & services that can interact with environment.
- **Environment Impact:** Any changes to the environment, whether adverse or beneficial, wholly or partially resulting from project's activities, products or services.
- **Sustainable Development:** Sustainable development is defined as development that meets the needs of the present generation without compromising the ability of the future generations to meet their needs.

6.1. LOST TIME INCIDENT (LTI);

Lost time incident (LTI) work related injury or illness which renders the injured person unable to perform his normal duties on any day immediately following the day of the accident. It can be divided into four (4) categories:

1. Fatality

Death due to WORKS related injury regardless of the time between injury and death.

2. Permanent Total Disability


A work related injury which incapacitates a person permanently and results in determination of employment.

3. Permanent Partial Disability

A work related injury which results in the complete loss or permanent loss of use of any member or part of the body or any permanent impairment of functions of parts of the body, regardless of any pre-existing disability of the injured member or impaired body function.

4. Lost Workday Case

A work related injury or illness other than a Permanent Partial Disability which renders the injured person temporarily unable to perform his normal duties on any day immediately following the day of the accident.

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6.2. NON LOST TIME INCIDENT (NON-LTI)

A work related injury or illness other than lost time incident. It can be further divided into three (3) categories:

1. First Aid Case

A work related injury or illness which requires minor treatment by a nurse or medic or medically untrained person, whereby the injured person is able to resume the total scope of his normal job function immediately after treatment.

2. Medical Treatment Case

A work related injury that involves neither Lost Workdays nor Restricted Workdays but which requires the injured person to be treated by or under the specific orders of a physician being in the province of a physician.

3. Restricted Workday Case

A work related injury which requires the injured person to be treated by doctor and is declared fit to return to do part of his normal work on restricted or light duties on the day immediately following the accident injury. (N/B. restricted activity/light duties must be within the injured person's normal scope of work).

6.3. NON-INJURIOUS ACCIDENT

Fire / Explosion


Any event involving fire/explosion

Property / Equipment Damage or Loss

Any accident which involves property loss or damage other than fire or explosion.

Environmental Pollution

Any accident involving spillage or release of oil, gas and chemicals which cause pollution of air, water or ground.

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6.4. NEAR MISS

Any event or condition which whilst not resulting in injury to person or loss or damage to equipment, plant or property, is recognized as having the potential to cause injury and/or property damage.

➤ **Lost Time Incident Frequency**

$$= \frac{\text{No. Of Lost Time Incident} \times 1,000,000}{\text{Total Man-Hours Worked}}$$

➤ **Lost Time Incident Severity**

$$= \frac{\text{No. Of Lost Workdays} \times 1,000,000}{\text{Total Man-Hours Worked}}$$

➤ **Recordable Frequency Rate**

$$= \frac{(\text{Total LTI} + \text{Restricted Work} + \text{Medical Treatment}) \times 1,000,000}{\text{Total Man-Hours Worked}}$$

7. **HSE PROGRAM AND PROCEDURES**

HSE program and procedures are developed based on the framework, which has four components, These are

A= Atmosphere,

S=System,

E=Exposure,


T=Target.

Atmosphere means belief, value, vision and culture of the people that implement Site HSE Management System;

System means the necessary procedures and program in order to contain the risk;

Exposure means the state of the machine, human and environment;

Target means the performance or measurement indicator, or the outcome of the management system.

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7.1. HSE COMMITTEE

A committee that consists of both DEHA TECH and the Client representative should be established at the site for the following purposes:

- To communicate on the on-going HSE activities at the site
- To evaluate the HSE objectives and issues that arise
- To investigate any incidents or accidents
- To implement HSE program

The committee should have a clear vision of Zero Incident Philosophy that the project subscribed to and ensure that the employees are driven to work safely and healthily.

The Chairman of the committee should be the Project Manager and the secretary should be the HSE Manager, and the team member comprise of their HSE personnel and supervisors.

The committee shall meet at least monthly as deemed appropriate. The medium of communication shall be understandable to the local contractor.

7.2. TRAINING, AWARENESS AND COMPETENCE


HSE Group Manager and/or HSE Group Chief are responsible to identify training needs relevant to the HSE risks which may be faced by the respective personnel at construction sites.

The selection of key Project personnel is based on their academic qualification, working experience, special skill acquired and professional membership with certification from distinguished institution or association.

Company is allowed to review the resumes of key personnel proposed to ensure that they are satisfied with the level of competency of the proposed personnel.

HSE induction is given to all staff at the beginning of employment by the HSE Training Supervisor to promote HSE awareness before they are allowed to work at site and to increase their adaptive readiness. The HSE induction will cover the HSE Management System, especially

- Company HSE policy, Environmental Policy and HSE organization chart
- HSE beliefs and objectives
- Emergency response procedure including escape routes and assembly point
- General Housekeeping, Safety and Security rules

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- Environment /Green Practices
- Fire and electrical hazards
- Accident/incident reporting and investigation
- HSE audit and inspection
- Fire wardens, First-Aiders, Security/Safety Officers
- Site Visit Safety and Personal Protective Equipment (PPE)

Records of the HSE induction shall be maintained by the HSE Manager. All employees are responsible to be fully aware of the HSE requirements as defined in the Site HSE Plan and shall request for clarification if in doubt.

The Project Manager and the HSE Manager have the right to review the competency of subcontractor's key personnel who are involved in critical activity such as welding, heavy lifting and electrical energization

7.3. PERSONAL PROTECTIVE EQUIPMENT

The use of the following Personal Protective Equipment (PPE) shall be mandatory whenever the following process or equipment is used or situation exists:

Head Protection:


All personnel shall be issued with safety helmets, which shall be used at all times those personnel, are on the Job Site. Safety helmets shall be checked periodically for signs of wear, and in particular for cracks in the shell, and damage to the hammock. Any evidence of such wear shall result in the helmet being discarded, and a replacement issued.

Hand Protection:

Personnel involved in works shall use gloves for possibility of the following hazards: risk of abrasion, cutting, tearing, chemical, or other burn, infection... etc. The wearing of gloves should be avoided if possible, when works are being carried out on or immediately next to rotating or moving equipment.

Foot Protection:

Personnel shall wear suitable safety footwear, considering the nature of works and such hazards as: risk of crushing by heavy objects, penetration by sharp objects, and penetration by chemicals or harmful liquids, weld spatter

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Eye Protection:


All personnel shall be provided with suitable eye protection wherever there is a risk from: flying particles high speed flying particles, dust ingress, chemical splash, radiation glare, hot sparks or metal spatter, harmful vapors. The correct selection of eye protection shall depend on the assessment of the risk, or combination of risks, based on the foregoing.

Safety Belts:

Safety belts shall be worn by all personnel working above water or at a height greater than (3.0 m) above the ground level, where properly constructed working platforms are neither available, nor practical.

NO PPE Description

1	Safety Helmet	Construction Site, Workshop, Camp, Barges.
2	Leggings/Metatarsal Guards/Toe Guards/Combination Foot and Shin Guards/Safety Boot and Shoes/Electrical Conductivity Shoes/Electrical Hazard, safety toe shoes / Foundry Shoes	Construction Site, Workshop, Camp, Barges.
3	Safety Glasses and/or Goggles	Construction Site, Workshop, Camp, Barges.
4	Safety Belt / Body homes and Life-Line	Working equal and above of 1.8 m.
5	Single-use ear Plugs/Pre-formed or molded earplugs/ Earmuffs	Noise exceeding 85 dB(A)
6	Leather Gloves / Aluminized Gloves / Aramid Fiber Gloves / Synthetic Gloves / Fabric Gloves /Coated Fabric Gloves / Chemical and Liquid Resistant Gloves / Rubber or PVC Gloves	Handling Corrosive Chemicals
7	Welding Shield & Welding Gloves	Arc or Gas Welding (for welders)

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The Safety Officer is responsible for the adequate supply, maintenance, storage and issuance of the approved PPE items. Adequate training shall be given on the appropriate use of the personal protective equipment. If in doubt, the Safety Officer will verify with the Employer Safety Officer on the correct type and brand of the PPE suitable to the construction sites

7.4. WARNING NOTICES AND SAFETY SIGNS

HSE Manager and/or HSE Chief shall coordinate with HSE Officer regarding the appropriate warning notices to be displayed at the various workplaces.

These warning notices including any HSE posters shall be displayed at prominent locations which are easily noticeable, English, Turkish or local language whichever is more practicable to that workplace. Employees working in such areas are required to observe the notices or posters displayed in the respective working areas.

HSE Manager and/or HSE Chief reserved the right to take the necessary action against any person who violates or ignores the warning notices. Disciplinary action may include the employee removal from the work site.


The safety signs and notices are normally related to the following aspects: Danger -- No Entry -- No Smoking -- Restricted Area -- HSE Policy -- Environment Policy.

7.5. HSE AUDIT

Audit checklist shall include but not limited to:

- HSE Management system documentation
- HSE Policy Statement
- HSE Objectives
- Emergency Response Procedure
- Minutes of Safety meetings
- Accident and incident reports
- Training records
- Site condition inspection

Please see annex 2 for procedures.

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7.6. INCIDENTS REPORTING AND INVESTIGATION


All relevant accidents and incidents related to HSE shall be reported in a formatted way and investigated according. The objective of this procedure is to prevent recurrence of the incident or accident by systematically identifying, analyzing and dealing with the root causes.

Procedure defines the following:

- The responsibilities and authority of the relevant personnel involve in reporting, investigating and follow-up of corrective and preventive actions.
- The format of reporting will include :
 - Details of those involved and/or injured persons.
 - Details of any property damage and estimated cost of damage.
 - Details of any injuries, occupational illness or adverse environmental effects.
 - Description of the circumstances and operating conditions.
 - Details and sequence of events, with photos if possible.
 - Potential consequences.
- Anyone who is present at any time in the Project's premise is requested to initiate the reporting of any HSE related accidents, incidents and non-conformances including any near-misses to the Site HSE representative through e-mail, telephone or the observer report form.
- All recorded accidents with LTA of more than four (4) working days shall be reported to the local government body by the Site HSE Representative. However, any accident which results in fatality shall be reported immediately.

7.7. CORRECTIVE AND PREVENTIVE ACTION

- All reported accidents, incidents and non-conformances shall be reviewed carefully by the HSE Manager.
- The proposed corrective and preventive actions to be taken shall be reviewed through the risk assessment process to prevent recurrence of the reported accidents, incidents or non-conformances.

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- Furthermore, any corrective and preventive actions to be taken to eliminate the causes of actual and potential non-conformances shall be appropriate to the magnitude of the problems and commensurate with the HSE risk encountered.
- Any changes to the HSE Management System resulting from the agreed corrective or preventive actions, shall be approved by the top management representative, recorded and implemented by the relevant personnel.

Please see Annex 3 for procedures.

7.8. SECURITY

Security services should be provided at the site in order to ensure that visitor or contractor has the security clearance such as entrance badges, personal protective equipment and the permit to work.


In general, the following are the typical work carried out by the Security section:-

- Monitoring of site safety and security.
- Monitoring the movement of the contractors, movers and any other third parties in the site premises.

Monitoring Site Safety & Security


The Security Supervisor (SS) and all the Security Guard (SG) are responsible to ensure that the site safety and security is maintained at all times. The following procedure is applicable in order to maintain the site security.

- The SG shall do the regular patrolling at defines working area at the site.
- To check all the electrical appliances in the office premises are switched off when not in used and in good conditions.
- Monitoring the incoming and outgoing of personnel in the office premises to prohibit any suspicious persons from entering the office compound and working area without permission.
- The SS and SG to assist Safety Officer in inspection of the site and office premises if and when necessary/requested by HSE Dept.


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8. GENERAL HEALTH, SAFETY AND ENVIRONMENTAL RULES

- It shall be the duty of every employee at all times to comply with all safety rules and procedures
- No one shall interfere with or misuse anything that has been provided or done in the interest of safety, health and welfare.
- No one shall operate any machine, equipment or vehicle unless authorized to do so and shall not operate any of the aforementioned unless all guards and safety devices are in place and in good operating condition.
- No one shall operate any equipment, machine or vehicle beyond its rated capacity, load or speed, even though it could be possibly achieved. The rated capacity, load or speed is meant to provide safety to the operator and to the others.
- It is expected that employees promptly report to their superiors any unsafe conditions or defects in machinery or equipment that affect safety.
- Employees are absolutely prohibited from deliberately altering any safety device in a machine, equipment or vehicle unless it has been authorized by the supervisor in charge for maintenance or repair purposes.
- Hose reels and fire extinguishers shall not be misused. Fire extinguishers shall not be removed from its original position.
- All visitors, internal or external entering a working area shall comply with safety requirements for area.
- Employees with long hair shall not operate or approach near machinery with exposed moving parts unless a hair net or cap is worn or the hair is neatly tied up to shorter length.
- Employees operating office or workshop equipment shall not wear clothes that have loose flaps or strings or wear articles that are loose and dangling. All loose clothing shall be neatly tucked in.


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- Smoking is absolutely prohibited in area declared as non-smoking areas or in area where "No Naked Flame or Inflammable" signages are displayed.
- To prevent back injury, do not lift anything that is beyond physical capability. Seek the assistance of your colleagues or use mechanical handling equipment. Always use the correct manual lifting technique.
- At the end of the workday, all electrical switch HSE shall be switched off except those that has been identified to be left on.
- Wet floors are slippery and shall be cordoned-off or shall be identified with proper signage to prevent persons from walking on them. During wet weather, arrangements shall be made to ensure that passageways at entrances to buildings are kept dry.
- Abrupt changes in floor levels shall be clearly identified, for example by putting markings on the floor. Where possible abrupt changes to floor levels shall be eliminated with gentle gradients. Staircases shall be adequately illuminated and the edge of each step shall be easily noticeable.
- Swivel chairs and chairs on casters should not be used as stools for standing on, as unexpected turn or movement will throw a person off balance and cause a fall.
- Free-standing filing cabinets shall be secured to prevent them from toppling over. The heaviest load should be at the bottom most drawers and at any one time only one drawer should be pulled out.
- Muscular strain and lower back injuries are normally caused by using the wrong technique when lifting a heavy load or lifting a load that is beyond one's capacity or due to poor ergonomics. When lifting a heavy load, always try to split the load into smaller loads or use mechanical handling aid or, request the assistance or another person. When lifting a load, the back should be upright and as straight as possible and the effort is exerted with the legs until the lift is complete.

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9. ANNEX

- ANNEX 1 : EG_PR_14 Training Procedure
- ANNEX 2 : ID_PR_06 Audit Procedure
- DOF_PR_02 Corrective and Preventive Action Procedure

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ANNEX 1

“Training Procedure “

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1. PURPOSE

The purpose of this procedure, DEHA TECH 'to employees in the work done better and more secure working environment with the aim of providing trainings on specified dates and topics include keeping records of this training.

2. SCOPE

in this procedure, the necessary training to employees on the scheduled dates DEHA TECH-house and outside the company given by an authorized person, and includes monitoring of Training outcomes.

3. RESPONSIBILITIES

the application of this procedure, CGS, responsible for the TM and FM.

4. DEFINITIONS

4.1. WB: Management Representative, 4.2. FM: Factory Director, 4.3. TM: Technical Manager

5. APPLICATION

5.1. CGS annually by the Training Plan (KYS_İK_PR_001_FR_001) is prepared.

KKS Training Plan works in partnership with preparing the FM and TM. Training Plan will be given training, which are committed and the dates will be decided by and approved by the General Manager.

5.2. Training Plan is necessary work to be done on the specified training.

5.3. After the training, Training Record Evaluation Form (KYS_İK_PR_001_FR_006) signed by the persons involved.

5.4. Comments concerning the Training assessment, management representative or department head evaluation by the Training Registration Form (EG_FR_01) are processed.


5.5. Section Managers to see if the training is active continuously checks for employees.

5.6. Personnel receive the necessary training is provided by the CGS started to work.

6. RELATED DOCUMENTS / RECORDS


KYS_İK_PR_001_FR_003 - Training Plan

KYS_İK_PR_001_FR_006 - Training Registration Evaluation Form

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ANNEX 2

“Audit Procedure “

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1. PURPOSE

Purpose of this quality procedure, DEHA TECH 'to be established in accordance with the standards of the quality system in the internal quality assessments, planning, implementation and follow-up to explain the issues.

2. SCOPE

this procedure, established quality system qualification TECH DEHA, in terms of convenience and efficiency correction.

3. RESPONSIBILITIES

the application of this procedure, the Management Representative is responsible. Other units Internal Quality inspections are obliged to make the necessary work to be done.

4. DEFINITIONS

4.1. Internal quality audits: DEHA TECH effectiveness and continuity in order to control the activities of the Quality System, which is the responsibility of the application and Internal Quality Auditor Training departments have taken neutral employees of other departments, announced the system in terms of compliance, as planned, and periodic supervision.


4.2. Auditor: Quality control in carrying out all or part of the appropriate and qualified personnel.

4.3. WB: Management Representative

5. APPLICATION

5.1. Management Representative, at the end of each year to the next year's Annual Audit Plan (KYS_ID_PR_001-FR_01), then prepare. Control which parts of the plan, when, according to documents in which reference is checked by the auditors, which provides information on. Management Representative, Internal Quality Auditor Training supervisors to determine the relevant personnel have received and to check that the unit will be independent.

5.2. Preparing the audit plan, the units to be audited, and the importance of the situation, the results of previous examinations to be considered. Management Representative, taking into account the criteria of a unit determines the inspection frequency.

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5.3. Annual Audit Plan prepared by the Management Representative and submits to the approval of General Manager. Annual Audit Plan approved by the Director General of the Executive Representative of the plan sends a copy to all units.

5.4. Annual Audit Plan for the Management Representative on the planned, realized and deferred audits will follow. Deferred on the Annual Audit Plan, the revised plan is revoked and the other there is major changes. After approval, then sends to the Director General to all units.

5.5. Audit before the audit staff of the chief auditor shall appoint from among its people. The organization of the chief auditor, audit and reporting of results, the auditor will be responsible for the realization of the examination.

5.6. Auditors, the audit before they pre-audit questions are used, if any, the findings of previous audits performed by using the Control Questionnaire (KYS_ID_PR_001-FR_02). Auditors in the preparation of a list of questions about the unit's management consulted the Agent shall request copies of documents.


5.7. Chief auditor to audit the unit a week before the date of the audit authority will contact with. Date and time of the audit unit of the authority shall be audited. Changing the date and time of the audit authority's Chief Auditor and the unit is possible with mutual agreement.

5.8. Authority to audit inspection unit is available at the place and time of day. The unit is responsible for ensuring a favorable climate for the audit authority.

5.9. Audit staff performs using the list of audit questions. Saves the list of audit questions the findings. If necessary, get approval of the audited unit. The findings from the audit staff are sure that the concrete and based on objective data.

5.10. Audit Report on the audit after the completion of the audit staff (KYS_ID_PR_001-FR_01) prepare and sign. As a result of corrective or preventive action based on the findings of the audit may wish to be made. In this case, the necessary operations are carried out according to Procedure for Corrective and Preventive Action.

5.11. Audit staff is responsible for completing the inspection within the scheduled time. However, despite the plan without checking if you have issues, together with the Audit Report specify the reasons for this situation.

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5.12. The original audit report prepared by Management Representative sent a copy of the audit authority to the department. Auditors at the end of the audit and other audit records and documents are delivered to Representative Government.

5.13. Audit Report, written on topics that should be monitored with follow-up audits is controlled by the same supervisory personnel. Follow-up audits where considered necessary by the Management Representative and other staff of the audit be conducted.

5.14. Management Representative and as a result of the findings of the audit and management review meetings, negotiation of transactions provides.


5.15. Resulting from the implementation of this procedure by the Management Representative and the following records are stored for a period of 1 year.

6. RELATED DOCUMENTS / RECORDS

KYS_ID_PR_001-FR_01 - Annual Audit Plan


KYS_ID_PR_001-FR_02 - Audit Question List

KYS_ID_PR_001-FR_03- Audit Report

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ANNEX 3

“Corrective and Preventive Actions Procedures “

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1. PURPOSE

the purpose of this procedure, the discovery of existing and potential non-conformities, process, and from the system or the risk of detection and the reasons for the elimination of the causes of the errors generated corrective and preventive actions to ensure a consistent implementation of the system.

2. SCOPE

This procedure is common in the system, non-conforming product evaluation reports, internal audit, oversight and investigations after the service specified; DEHA TECH Quality Management in writing or orally transmitted from the customer and third party complaints, and service after the correction of all detected non-conformities of surveillance studies and / or formation is the potential for improvement in the non-conformities.

3. RESPONSIBILITIES

3.1. Management Representative, Part cases required Corrective / Preventive Action start. Corrective and preventive actions are to ensure the effective and responsible action as a result of the authenticity achievement goals. Relevant departments responsible for realization of the corrective activity.

4. DEFINITIONS

4.1. Corrective Action: remove existing non-compliances and avoid duplication of activities planned for.


4.2. Preventive action: a potential non-compliance or continuous advance in the case of detection of non-compliance for the total elimination of the short-and long-term measures.

4.3. RI: Non-Compliance Report

4.4. Error: A product or service, and promptly, and a lack of negative effect on its availability and performance of, or inability to chance

5. APPLICATION

5.1. Corrective and preventive actions, internal audit results, the product of non-compliance reports, management review meetings of the identified non-conformances, customer complaints are caused by employees' proposals. After evaluating the data obtained from these sources, the type of activity (corrective or preventive) is decided.

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5.2. Management Representative reports of product non-compliance, customer-employee complaints and suggestions and as a result of internal quality audits to eliminate non-conformities shall determine necessary corrective & preventive actions. Corrective and preventive actions need to be done for the Corrective / Preventive Action Request Form (KYS_DOF_PR_001-FR_01) is related to the unit demand. If you need to CPA during the opening of internal audit Corrective/Preventive Action Request Form is not required to fill.


5.3. Corrective and Preventive Action Request Tech Wire. can also be made by the employees. In this case, the relevant units Corrective / Preventive Action Management Representative shall communicate by filling out the request form.

5.4. In any case, whether in relation to the demands, Management Representative, if appropriate corrective / preventive actions to discuss the details of the relevant unit shall hold a meeting with principals. During the meeting the importance of the problem and drying will bring the scope of issues discussed and the type of activity. As a result of the meeting about the unit administrator is appointed to perform the activity. Not matter whether or not the activity as a result of meeting the Management Representative for the Corrective / Preventive Action Form (KYS_DOF_PR_001-FR_02) opens. Offered forms Corrective / Preventive Action Tracking Form (KYS_DOF_PR_001-FR_03) are followed by editing.

5.5. Actions within relevant unit manager within the prescribed time fulfilled, and Corrective / Preventive Action Request Form by filling out the relevant sections of the Management Representative send.

5.6. Management Representative, Corrective / Preventive Action will follow developments closely. Until you remove the cause of the error and to continue to provide non-compliance. Activity is complete, the Corrective / Preventive Action form part of the approved off.

5.7. As of the date foreseen, as yet not completed corrective action, in consultation with the Executive Representative of the unit administrator may extend the completion date. But at the end of this period of time to determine which activities are completed, a new Corrective / Preventive Action Request Form prepares. In this form, the Corrective / Preventive Action Form, to prevent recurrence of non-compliance with specified procedures will be closed on.

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5.8. Document and document the changes resulting from corrective and preventive actions are in compliance with Quality Records Control Procedure.

5.9. Changes made as a result of corrective and preventive actions shall be notified by the relevant units, the Management Representative. Management Representative to the results of corrective and preventive actions will allow us to address the top management review meetings.

5.10. DEHA TECH at the beginning of each week, the emergence of possible faults detection, manufacturing process improvement, business development and business meetings is to improve the overall assessment. The meeting, General Manager, Management Representative and the unit managers participate.

5.11. Meetings, customer complaints and suggestions from employees, top management's demands are taken into account. Brainstorming meeting, if necessary, using techniques also made efforts to improve business. As a result of the meeting are detected and preventive actions to be done. Related unit managers are appointed. The issues discussed and decisions taken are recorded in meeting minutes.


5.12. Preventive action is a long-term study which will be held at the next meeting with participants to the workshops by the managers of the unit they will inform you about developments. Management Representative will work closely. Activity is complete, announced to all employees.

5.13. Acclaim for the products, the level of service, reliability and availability obtained from subjects such as thoughts of the consumer to make a complaint, "Client Satisfaction Survey" (KYS_DOF_PR_001-FR_04) is arranged. Polls subjected to the study evaluated the meetings of Management Review. Procurement Specialist is responsible for the survey work done.

5.14. DEHA TECH customer complaints and suggestions are handled effectively, it is evaluated and corrected. For this purpose the Customer Complaint Form (KYS_DOF_PR_001-FR_05) is used. Representative of all complaints forwarded from the Executive. Management Representative Jobs in complaints to the form details subject to the relevant unit manager about whether to make a preliminary inquiry. Customer Complaint Form records the results of his research related to the volume manager.

5.15. Tech Wire, whether or not the complaint because, based on customer satisfaction should be taken.

5.16. Tech Wire complained about the department managers with the solutions sought. Determine the

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necessary steps to remedy the complaint process.

5.17. Once that's done by the Executive Representative of the customer verbally, if necessary, shall be informed in writing. Corrective Action is to be done to avoid similar complaints on the agenda if the necessary work shall be executed by the Management Representative.

5.19 of this procedure as a result of implementation of the records are stored for a period of two years by the Management Representative.

5.20 DEHA TECH accident, cheap recovery, property damage and so on events occur, General Manager and event research is determined by the incident investigation team leader. The team leader by the Accident / Event Report and Investigation Form (KYS_DOF_PR_001-FR_06) are filled. According to the results of interviews with people about the incident and the managers of the report of the event by filling out the relevant parts of the apparent causes, facilitating factors, are the shortcomings of the method of analysis functions. Inspection team leader, under the coordination of the necessary corrective and preventive actions are specified in the same form. Review the effectiveness of corrective and preventive action team leader and / or monitored by the person appointed by and off.

6. RELATED DOCUMENTS / RECORDS

KYS_DOF_PR_001-FR_01 - Corrective and Preventive Action Request Form

KYS_DOF_PR_001-FR_02 - Corrective and Preventive Action Form

KYS_DOF_PR_001-FR_03 - DOF Audit Form

KYS_DOF_PR_001-FR_04 - Customer Satisfaction Survey Form

KYS_DOF_PR_001-FR_05 - Customer Complaint Form

KYS_DOF_PR_001-FR_06 - Accident / Event Report and Investigation Form