



# PRODUKTIF TETAP SDN. BHD

*(R.O.C. No. : 666966-A)*

*(Petronas License : L666966-A)*



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# 1. INTRODUCTION & COMPANY INFORMATON



# 1. INTRODUCTION

**PRODUKTIF TETAP SDN BHD. (PTSB)** a wholly owned by Bumiputera specialized in engineering quality maintenances, services and supply. It began its operations on Sept 2004 by providing a various services especially plant equipment maintenance and general trading for oil and gas and other general industries in the country.

The management of the company firmly believes that with experiences, supports and available facilities, PTSB shall be able to complete and provide the excellence quality services that in accordance with the set procedure.

## 1.1 REPAIR & SERVICES

### *Single Source for Electronic Repairs*

#### *Industrial / commercial Electronic Equipment Repair*

PTSB's specializes in providing engineering, repair, maintenance services and trading in the field of instrumentation, computer network and communication systems. Our repair workshop in Kemaman Supply Base (i.e. the logistics center of Peninsular Malaysia's oil and gas industry) that is manned by PTSB highly-skilled engineers and technicians, PTSB has been able to effectively provide customers with uncompromising quality services to meet their very demanding needs.

PTSB has been providing fast, reliable repairs of industrial / commercial electronic equipment for a fraction of the replacement cost. PTSB services and repairs virtually any type of industrial electronics including variable frequency drives, PLC, power supplies, counters timers, temperature controllers, servos / steppers, sensor, safety devices, HMI, flow controls, gas chromatographs, actuator, Radio, Video scopes, Laser Alignment and more. In addition, PTSB repairs equipment from all manufactures including Beckman (counter) Rockwell (Allen Bradley), Industrial Scientific, Mitsubishi, GE Fanuc, Honeywell, Woodward, Olympus, Avo, Neotronics, Akusta, Motorola, Triconex, Cutler-Hammer, Pruftechnik, Bently Nevada and many more.

## 1.2 MAINTENANCE SERVICES AND SUPPLY

- Instrumentation Equipments Calibration.
- Pneumatic / Hydraulic System.



- Valves
- Stationary Equipment – Storage Tank.
- Fire Detection Alarm System
- Electronic / Digital Instruments System
- Telecommunication
- Corrosion Monitoring
- Computer / Network (Wired & WiFi)
- Wired & Remote CCTV (Commercial & Industrial)

### 1.3 PRINCIPAL ACTIVITIES

***Design, supply, install, commission and maintenance of***

- Repair of Printed Circuit Boards for various equipment.
- Fabrication of Printed Circuit Boards.
- Power Supplies. (UPS, Transformers, AC to DC and DC to AC ).
- Industrial Batteries.
- Wired & Remote CCTV (Commercial & Industrial)
- Corrosion Monitoring
- Automation and Governors.
- Transducers and Transmitters
- Vibration Monitoring Systems.
- Valves
- Fire, Motion and Gas Monitoring Systems.
- Computer Software & Hardware.
- Computer System network such as LAN, WAN and etc. (wired & WiFi)
- Instrumentation, network and communication wiring for building and factories.
- Satellite TV and MATV System.
- VHF, UHF and HF SSB base station and walkie-talkie.
- Public Address System (Paging System).
- PABX and Data Communication Equipment.



## 1.4 COMPANY VISION AND MISSION

### Vision

*“Our VISION is to expand and enhance the company capability, reputation and competency for provision of high quality services in plant maintenances and engineering services particularly in oil and gas, petrochemical industry as well as general industry.”*

*“We also would like to be recognized as a leader in the electronics industry and to become the preferred solution and service provider for local and regional customers.”*

### Mission

*“Our MISSION is to provide our valued customers an option for quality, competitive and advanced solutions to their satisfaction while serving local community.”*

*“Our employees and business partners will share our success, and our shareholders will receive a sustained, superior return on their investment.”*



## 1.5 COMPANY INFORMATION

Name : **PRODUKTIF TETAP SDN BHD (PTSB)**  
 R.O.C. No. : 666966-A  
 Date of Incorporation : Sept 23<sup>rd</sup>, 2004  
 Kem. Kewangan Malaysia (MOF) : 357-02061511  
 Petronas Licensed No. : L-666966-A

Registered Address : No. 81C, Jalan SG 3/10,  
 Pusat Bandar Seri Gombak,  
 68100 Batu Caves,  
 Selangor Darul Ehsan.

Bussiness Address : Door 26, 2<sup>nd</sup> Floor, Admin Building C,  
 Kemaman Supply Base,  
 24007, Kemaman, Terengganu  
 Darul Iman.

Telephone : (+6) 09-863 1408/2408/4408

Fax : (+6) 09-863 2196

Email : [sales@produktiftetap.com](mailto:sales@produktiftetap.com)

Board of Directors : Wan Abdul Halim B Wan Husain  
 Wan Ahmad Johari B Wan Husain  
 Hanizan Bt Mohd Zain

Paid up Capital : RM 100,000.00

Authorized Capital : RM 100,000.00

Equity Structure :

Bumiputera	100%
Non-Bumiputera	0%
Foreign	0%

Company Secretary : AZDE Management  
 No.81C, 3<sup>rd</sup> Floor, Jalan SG 3/10  
 Pusat Bandar Seri Gombak,  
 68100 Batu Caves, Selangor  
 Darul Ehsan.

Telephone : (+6) 03-6188 1139

Fax : (+6) 03-6188 0894

Banker : RHB Bank Berhad  
 K-156C, Jalan Sulaimani,  
 24000 Kemaman, Terengganu  
 Darul Iman.





# 2. COMPANY MANAGEMENT



## 2. MANAGEMENT

Director : **Wan Ahmad Johari B Wan Husain**  
 Master Degree Computer Engineering  
 Kyushu Institute of Technology, Japan  
*More than 13 years experience*

Director : **Wan Abdul Halim B Wan Husain**  
 Electronics/Communications,  
 KJLJ, ATM Malaysia  
 MLVK Malaysia  
*More Than 18 years experience Oil and Gas Industry*

General Manager : **Hj Mohamad Sabri B Mohd Darus**  
 Bsc. Civil Engineering  
 CNAU, Sunderland University, UK

Operation Manager : **Sh. Nurul Ain Bt. Engku Mokhtar**  
 HND in Electrical and Electronics Engineering  
 BTEC Edexcel UK

Sales and Planning Manager : **Syahril Anuar bin Mohamad**  
 Diploma in Computer Science (IT)  
 Universiti Teknologi Malaysia  
*05 years of experience in Oil and Gas Industry.*  
*04 years of experience in Air Defense*  
*(Avionics & Ground Electronics) Industry*

Engineer : **Mohd Afzan Mohd Saudin**  
 HND in Electrical and Electronics Engineering  
 BTEC Edexcel UK

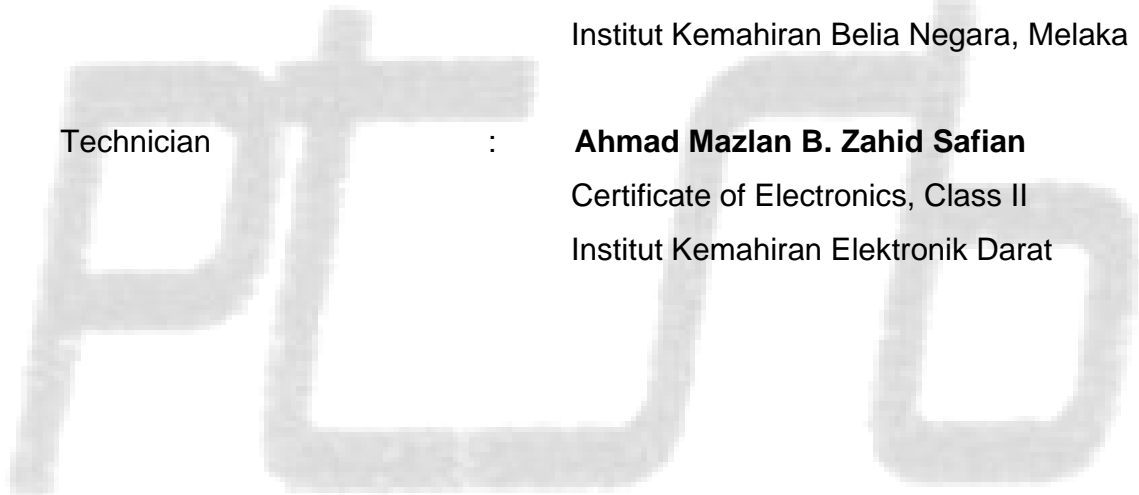


Lead Technician : **Mohamad Nazrim B Mohd Nasir**  
Dip. Mechanical Engineering  
Politeknik Sultan Salahuddin Shah, Selangor

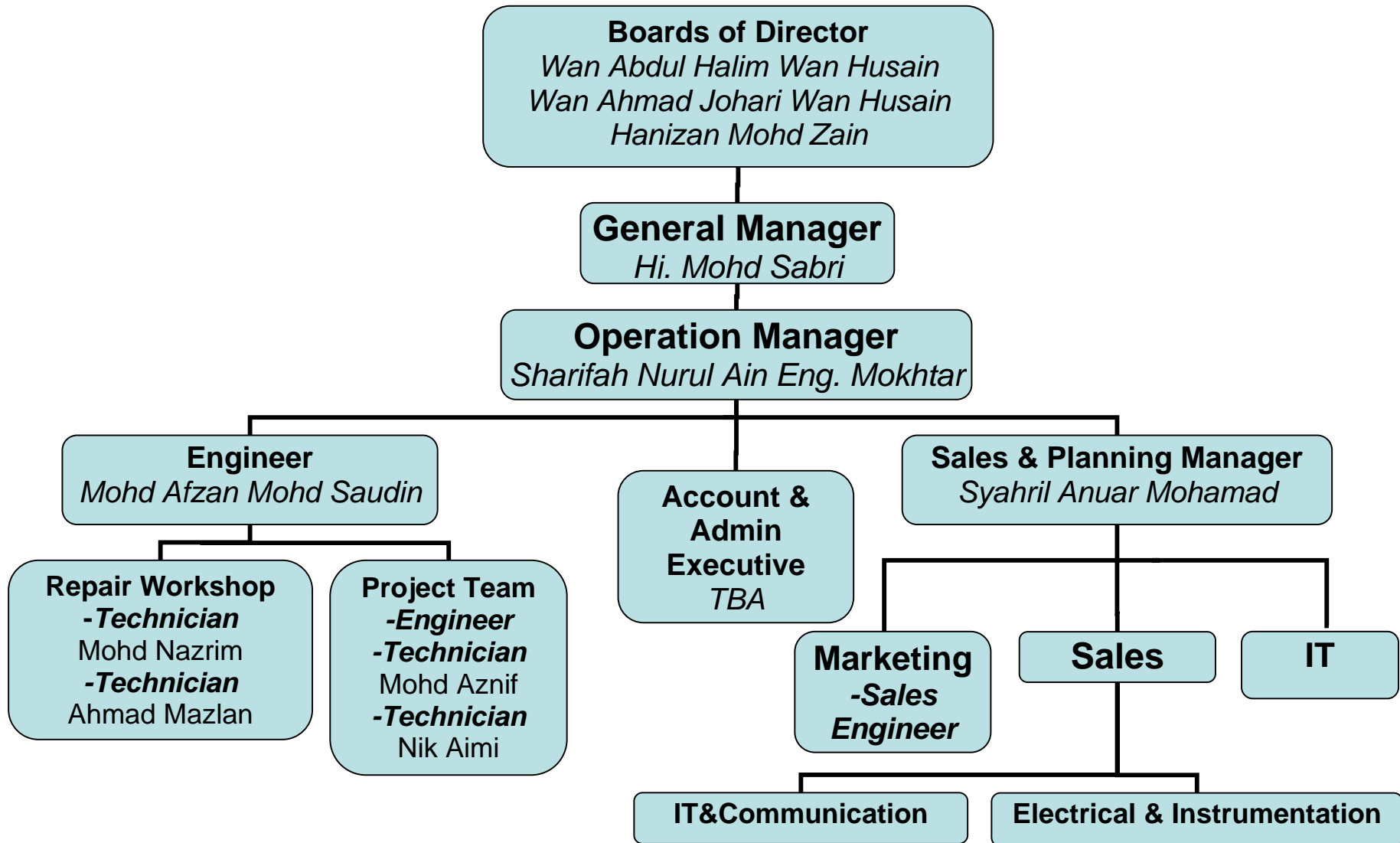
Technician : **Mohd Aznif B. Ghazali**  
Certificate of Electronics  
Institut Kemahiran Belia Negara, Melaka

Technician : **Nik Aimi B. Nik Amat**  
Certificate of Electronics  
Institut Kemahiran Belia Negara, Melaka

Technician : **Ahmad Mazlan B. Zahid Safian**  
Certificate of Electronics, Class II  
Institut Kemahiran Elektronik Darat



## 2.1 ORGANISATION CHART



# 3. COMPANY LICENSES AND CERTIFICATES

SERVICES





**SURUHANJAYA SYARIKAT MALAYSIA  
COMPANIES COMMISSION OF MALAYSIA**

**BORANG 9  
AKTA SYARIKAT, 1965**

No. Syarikat

666966 | A

Seksyen 16 (4)

**PERAKUAN PEMERBADANAN SYARIKAT SENDIRIAN**

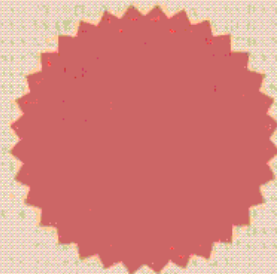
Adalah diperakui bahawa

**PRODUKTIF TETAP SDN. BHD.**

telah diperbadankan di bawah Akta Syarikat, 1965 pada dan mulai dari 23 haribulan September 2004 dan bahawa syarikat ini adalah sebuah syarikat berhad menurut syer dan bahawa syarikat ini adalah sebuah syarikat sendirian.

KUALA LUMPUR

Dibuat di bawah tandatangan dan meterai saya di pada 23 haribulan September 2004



*[Signature]*  
PUTAH BT MAHMOOD  
PENOLONG PENDAFTAR SYARIKAT  
MALAYSIA

Formulir ini disediakan oleh Penguasa, Negara Malaysia menurut Pembrekahan Undang-undang No. 12 tahun 1964, PN (SBR), 23 PC. 11, PS, 7/81, 10/21





No. 293350

## KEMENTERIAN KEWANGAN MALAYSIA

### AKUAN PENDAFTARAN KONTRAKTOR

No. RUJUKAN PENDAFTARAN : 357-02061511

TEMPOH : 25/02/2009 - 24/02/2012

Bahawa dengan ini diperakui syarikat:

PRODUKTIF TETAP SDN. BHD.  
BOX 22, DOOR 20,  
ADMIN BUILDING, KEMAMAN SUPPLY BASE  
24007 KEMAMAN  
TERENGGANU

telah berdaftar dengan Kementerian Kewangan Malaysia dalam bidang  
bekalan/perkhidmatan di bawah kepala dan sub-kepala berikut:

030100, 040100, 100200, 150100, 180200, 190203, 190300, 200100, 200200,  
200300, 200400, 220104\*\*\*

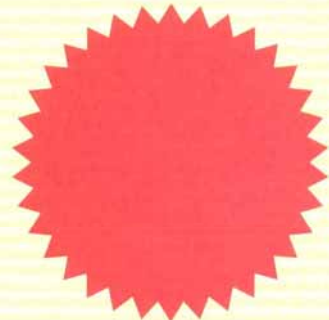
Kelulusan ini adalah tertakluk kepada syarat-syarat seperti dinyatakan  
di sebelah.

OTHMAN BIN SEMAIL

Bahagian Perolehan Kerajaan  
*b.p.* Ketua Setiausaha Perbendaharaan  
Kementerian Kewangan Malaysia

21/01/2009

Bertarikh:





BP 178809

## KEMENTERIAN KEWANGAN MALAYSIA

### AKUAN PENDAFTARAN KONTRAKTOR BUMIPUTERA

No. RUJUKAN PENDAFTARAN : 357-02061511

TARIKH TAMAT PENGIKTIRAFAN : 24/02/2012

Bahawa dengan ini diperakui syarikat:

PRODUKTIF TETAP SDN. BHD.  
BOX 22, DOOR 20,  
ADMIN BUILDING, KEMAMAN SUPPLY BASE  
24007 KEMAMAN  
TERENGGANU

telah diiktiraf sebagai Kontraktor Bumiputera oleh Kementerian Kewangan Malaysia. Kelulusan ini adalah tertakluk kepada syarat-syarat seperti yang dinyatakan di sebelah.

  
OTHMAN BIN SEMAIL

Bahagian Perolehan Kerajaan  
*b.p.* Ketua Setiausaha Perbendaharaan  
Kementerian Kewangan Malaysia  
21/01/2009  
Bertarikh:



**PETRONAS**



**L 034032**

**LESEN MEMBEKAL PERALATAN/MEMBERI PERKHIDMATAN KEPADA SYARIKAT-SYARIKAT CARIGALI DAN PENGELUAR MINYAK/GAS DI MALAYSIA**

Pada menjalankan kuasa-kuasa yang diberi oleh Seksyen 7, Akta Kemajuan Petroliaam, 1974 dan mengikut Peraturan 5, Peraturan-Peraturan Petroliaam, 1974, yang diwakilkan kepada saya oleh YAB Perdana Menteri Malaysia, saya dengan ini mengeluarkan lesen dibawah Peraturan 3, Peraturan-Peraturan Petroliaam ini bagi tujuan di atas kepada :-

Tarikh : 21 Julai 2009

**PRODUKTIF TETAP SDN BHD (666966-A)  
BOX 22, DOOR 26, 2ND FLOOR, ADMIN BUILDING, KEMAMAN SUPPLY BASE  
24007 KEMAMAN  
TERENGGANU**


Butir-butir Lesen adalah seperti berikut :-

Nombor Lesen	:	L-666966-A
Tempoh Sah Lesen	:	07 Ogos 2009 - 06 Ogos 2011
Yuran Lesen	:	RM 500.00
Bidang pembekalan/perkhidmatan	:	Seperti di Lampiran 'BIDANG-BIDANG LESEN'.

Syarat-syarat Khas yang dikenakan ke atas Lesen ini :-

Tertakuk kepada syarat khas seperti di lampiran berkaitan.

Syarat-syarat Am Lesen ini adalah seperti yang tercatat di muka sebelah.

  
Pengurus Besar Kanan  
Pengurusan Rangkaian Bekalan Kumpulan  
b/p Presiden  
Petroliaam Nasional Berhad

Refresialan: Pemegang Lesen Hendaklah Memohon Pembaharuan Lesen Dua (2) Bulan Sebelum Tarikh Tamat Lesen.



NAMA SYARIKAT : **PRODUKTIF TETAP SDN BHD (666966-A)**

NO LESEN : **L-666966-A**

TEMPOH SAH LESEN : **07 Ogos 2009 - 06 Ogos 2011**

**SYARAT KHAS LESEN**

- a. Syarat dikehendaki mengemukakan Laporan Kewangan Tahunan yang telah diaudit bagi tahun berakhir 31 Disember 2009 sebelum 1 Julai 2010 dan kedudukan "shareholders' funds" hendaklah positif. Kegagalan berbuat demikian akan mengakibatkan syarat tidak lagi disenaraikan dalam "List of Licensed/Registered Companies (LLRC)" PETRONAS.
- b. Syarat dikehendaki mengemukakan Laporan Kewangan Tahunan yang telah diaudit bagi tahun berakhir 31 Disember 2010 sebelum 1 Julai 2011 dan kedudukan "shareholders' funds" hendaklah positif. Kegagalan berbuat demikian akan mengakibatkan syarat tidak lagi disenaraikan dalam "List of Licensed/Registered Companies (LLRC)" PETRONAS.

**BIDANG-BIDANG LESEN**

BIDANG-BIDANG LESEN YANG DIUJUSKAN (Approved licence categories)		BENTUK OPERASI (Mode of Operation)	NAMA PRODUK/RIG/KAPAL (Bila mana berkaitan)
KOD PERKHIDMATAN/BEKALAN (Services/Supplies Code)			
L	SI202010000	Self-Operated	-
L	SI202020100	Self-Operated	-
L	SI202020200	Self-Operated	-
L	SI202020300	Self-Operated	-
L	SI203010000	Self-Operated	-
L	SI203020000	Self-Operated	-
L	SI203030000	Self-Operated	-
L	SI203040000	Self-Operated	-
L	SI205010000	Self-Operated	-

*Handwritten signature/initials*

Pengurus Kanan  
Jabatan Pembangunan Keupayaan Tempatan  
Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
Petroleum Nasional Berhad





NAMA SYARIKAT : PRODUKTIF TETAP SDN BHD (666966-A)  
 NO LESEN : L-666966-A  
 TEMPORAL LESEN : 07 Ogos 2009 - 06 Ogos 2011  
 SYARAT KHAS LESEN : Sila rujuk di Lampiran Lesen 1

**BIDANG-BIDANG LESEN**

BIDANG-BIDANG LESEN YANG DILULUSKAN (Approved licence categories)		BENTUK OPERASI (Mode of Operation)		NAMA PRODUK/RIG/KAPAL (Bila mana berkaitan)	
KOD PERKHIDMATAN/BEKALAN (Services/Supplies Code)					
L	S1205020000	Self-Operated	-		
L	S1205030000	Self-Operated	-		
L	S1205040000	Self-Operated	-		
L	S1205050000	Self-Operated	-		

*M. J.*

Pengurus Kanan  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petrolham Nasional Berhad





NAMA SYARIKAT : PRODUKTIF TETAP SDN BHD (666966-A)  
 NO LESEN : L-666966-A  
 TEMPORAL LESEN : 07 Ogos 2009 - 06 Ogos 2011  
 SYARAT KHAS LESEN : Sila rujuk di Lampiran Lesen 1

**LAMPIRAN BIDANG-BIDANG LESEN**

BIDANG-BIDANG LESEN YANG DILUJUSKAN (Approved licence categories)		PERKHIDMATAN/BEKALAN (Services/Supplies)	
L	S1202010000	S12 INSTRUMENTATION/ CONTROL ENGINEERING & MAINTENANCE	02 Pneumatic/Hydraulic Instrumentation Systems
			01 Pneumatic/Hydraulic Controllers
			00 -
L	S1202020100	S12 INSTRUMENTATION/ CONTROL ENGINEERING & MAINTENANCE	02 Pneumatic/Hydraulic Instrumentation Systems
			02 Pneumatic/Hydraulic Transmitters
			01 Smart Transmitter
			00 -
L	S1202020200	S12 INSTRUMENTATION/ CONTROL ENGINEERING & MAINTENANCE	02 Pneumatic/Hydraulic Instrumentation Systems
			02 Pneumatic/Hydraulic Transmitters
			02 Field Bus Transmitter
			00 -
L	S1202020300	S12 INSTRUMENTATION/ CONTROL ENGINEERING & MAINTENANCE	02 Pneumatic/Hydraulic Instrumentation Systems
			02 Pneumatic/Hydraulic Transmitters
			03 Wireless Transmitter
			00 -
L	S1203010000	S12 INSTRUMENTATION/ CONTROL ENGINEERING &	03 Electronic/Digital Instrumentation/Systems
			01 Electronic/Digital Controllers
			00 -
			00 -

Pengurus Kanan  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petrolia Nasional Berhad





NAMA SYARIKAT : PRODUKTIF TETAP SDN BHD (666966-A)  
 NO LESEN : L-666966-A  
 TEMPOH SAH LESEN : 07 Ogos 2009 - 06 Ogos 2011  
 SYARAT KHAS LESEN : Sila rujuk di Lampiran Lesen 1

**LAMPIRAN BIDANG-BIDANG LESEN**

KOD (Code)		BIDANG-BIDANG LESEN YANG DILULUSKAN (Approved licence categories)		PERKHIDMATAN/BEKALAN (Services/Supplies)	
L	SI203020000	SI2 INSTRUMENTATION / CONTROL ENGINEERING & MAINTENANCE	03 Electronic/Digital Instrumentation/Systems	02 DCS & PLC	00 - 00 -
L	SI203030000	SI2 INSTRUMENTATION / CONTROL ENGINEERING & MAINTENANCE	03 Electronic/Digital Instrumentation/Systems	03 Electronic/Digital Transmitters	00 - 00 -
L	SI203040000	SI2 INSTRUMENTATION / CONTROL ENGINEERING & MAINTENANCE	03 Electronic/Digital Instrumentation/Systems	04 Analyser	00 - 00 -
L	SI205010000	SI2 INSTRUMENTATION / CONTROL ENGINEERING & MAINTENANCE	05 Field Instrumentation	01 Safeguarding / Safety PLC	00 - 00 -

*ML*

Pengurus Kanan  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petroliaam Nasional Berhad





NAMA SYARIKAT : PRODUKTIF TETAP SDN BHD (666966-A)  
 NO LESSEN : L-666966-A  
 TEMPOH SAH LESSEN : 07 Ogos 2009 - 06 Ogos 2011  
 SYARAT KHAS LESSEN : Sila rujuk di Lampiran Lesen I

**LAMPIRAN BIDANG-BIDANG LESSEN**

BIDANG-BIDANG LESSEN YANG DIJULUSKAN (Approved licence categories)		PERKHIDMATAN/BEKALIAN (Services/Supplies)	
KOD (Code)			
L	SI205020000	SI2 INSTRUMENTATION / CONTROL, ENGINEERING & MAINTENANCE	05 Field Instrumentation Maintenance
L	SI205030000	SI2 INSTRUMENTATION / CONTROL, ENGINEERING & MAINTENANCE	03 Fiber Optics
L	SI205040000	SI2 INSTRUMENTATION / CONTROL, ENGINEERING & MAINTENANCE	04 Instrument Cabling & Wiring Works
L	SI205050000	SI2 INSTRUMENTATION / CONTROL, ENGINEERING & MAINTENANCE	05 Pilot Ignitor & Flame Scanner

\*\*TAMAT\*\*

*Mt*  
 .....

Pengurus Kanan  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petroliaam Nasional Berhad

**LAMPIRAN PENDAFTARAN 1 / 2**



NAMA SYARIKAT : **PRODUKTIF TETAP SDN BHD (666966-A)**  
 NO RUJUKAN : **L-666966-A**  
 TEMPORAL PENDAFTARAN : **07 Ogos 2009 - 06 Ogos 2011**  
 SYARAT KHAS PENDAFTARAN : **Sila rujuk di Lampiran Lesen 1**

**BIDANG-BIDANG PENDAFTARAN PETRONAS**

<b>BIDANG-BIDANG PENDAFTARAN YANG DILULUSKAN</b> (Approved PETRONAS registration categories)	
<b>KOD PERKHIDMATAN/BEKALAN</b> (Services/Supplies Code)	<b>BENTUK OPERASI</b> (Mode of Operation)
R SI103020300	Self-Operated

*MH*

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Pengurus Kanan  
 Pelesenan dan Pendaftaran  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petroliaam Nasional Berhad



NAMA SYARIKAT : **PRODUKTIF TETAP SDN BHD (666966-A)**  
 NO RUJUKAN : **L-666966-A**  
 TEMPOH SAH PENDAFTARAN : **07 Ogos 2009 - 06 Ogos 2011**  
 SYARAT KHAS PENDAFTARAN : **Sila rujuk di Lampiran Lesen 1**

**LAMPIRAN BIDANG-BIDANG PENDAFTARAN**

KOD (Code)		PERKHIDMATAN/BEKALAN (Services/Supplies)	
<b>BIDANG-BIDANG PENDAFTARAN YANG DILUJUSKAN</b> (Approved PETRONAS registration categories)			
R	SI103020300	SI1 ICT SERVICES	03 -
		03 Voice and Data Communications Services	02 Voice Communications
			03 Telecom Equipment Repair & Services
			00 -

\*\*\* TAMAT \*\*\*

*M.F.*

Pengurus Kanan  
 Pelesenan dan Pendaftaran  
 Jabatan Pembangunan Keupayaan Tempatan  
 Bahagian Pengurusan Rangkaian Bekalan Kumpulan  
 Petroliaam Nasional Berhad



# 4. WORK EXPERIENCES



## SERVICES



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
1	Petronas	Nekad Development Engineering Sdn Bhd P/O No.: ICSB/066/2003	Repair of Triconex Card Model 3700A
2	Petronas	Petronas Carigali Sdn Bhd	Supply the Switch chip AC Adaptor, Rechargeable for Fluke 702 signal Source & Calibrator.
3	Petronas	Petronas Carigali Sdn Bhd	Supply the Xaciable Resistor
4	Petronas	Petronas Carigali Sdn Bhd	To repair Power Supply Card-pic 655
5	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500202674	Service and repair Solar Calibrator
6	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500223295	Repair Power Supply Card/Module
7	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500225065	Repair UV/IR Test Lamp Malf.
8	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500005060	Repair Detronics UV/IR Test Lamp
9	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500230239	Repair Portable Gas Detector LTX-312
10	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500233568	Send Faulty SDO & DO Card for repair
11	Petronas	Petronas Carigali Sdn Bhd No.: 4500234654	(OPR) Repair & Service Walkie Talkie Zaki
12	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500241192	To repair Portable Gas Detector. Minigas MG5. Neotronics



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
13	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500256005	Repair Portable Walkie Talkie S/N 8317
14	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500262439	To repair Portable Gas Detector
15	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500269394	To repair & service Portable Gas Detector
16	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500272124	(ORR) Repair Analogue Computer Sorteberg
17	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500273216	Service and repair cold light supply
18	Petlin	Petlin (M) Sdn Bhd PO No.: 4500329551	Repair of faulty LTI Display Board
19	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500327431	To supply 2 sets of Video scope, Olympus, IPLEX-3-set
20	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500329054	To supply 2 sets of Video Scope, Olympus, IPLEX MX, Inspection.
21	Petronas	Nekad Development Engineering Sdn Bhd PO No.: 4500321619	Service and repair Portable Shaker Table
22	Petronas	Nekad Development Engineering Sdn Bhd PO No.: 4500320964	Service and repair Insulation Tester
23	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500290755	Service and repair Motorola GP 328 Walkie Talkie
24	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500287171	Service and repair faulty Shaker Table
25	Petronas	Multi Trada Alam Sdn Bhd MSG/398/2004	To service and repair Portable Gas Detector
26	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500291562	To repair Turbine Engine Governor Actuator
27	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500290457	To service and repair Woodward Governor



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
28	Petronas	Multi Trada Alam Sdn Bhd MSG/420/2004	To repair Particle Count Analyser
29	Petronas	Petronas Sdn Bhd PO No.: 4500283897	To service and repair Variable Frequency Drived (VFD)
30	Petronas	Petronas Carigali Sdn Bhd	Variable Resistor
31	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500280576	To service and repair Walkie Talkie c/w Battery - GP 328
32	Petronas	Petronas Carigali Sdn Bhd PO No.: 4500291551	To repair Portable Gas Detector LTX 312
33	SCHAT- Watercraft Survival System	SCHAT – Watercraft Survival System PO No.: 0141	Service Sailor Radio 2047 VHF
34	Petronas	Petronas Carigali Sdn Bhd	- Fabricate Battery Pack - Repack Battery - Extention Plug 4Gang
35	Petronas	Nekad Dev. Eng. Sdn Bhd PO. No.: 4500167076	Repair Analog Input Card for FGS
36	Petronas	Nekad Dev. Eng. Sdn Bhd PO. No.: 4500167076	Repair Analog Input Card for FGS Found Faulty
37	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate 1 unit 32 Digital Input Card
38	Petronas	Petronas Carigali Sdn Bhd	Service, repair and troubleshoot Walkie-talkie (Motorola) Brand :- GP 328
39	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate GE Panametric M2L Probe Recalibration.
40	Petronas	Petronas Carigali Sdn Bhd	Repair and service Z1 Coulter Particles Counter Brand:- Coulter Electronics Limited England.



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
41	Petronas	Petronas Carigali Sdn Bhd	Repair, service and calibrate Gas Monitor. Brand :- INDUSTRIAL SCIENTIFIC
42	Mecas	MECAS	Lying of electrical cable at warehouse MECAS. - Cable Tie
43	Petronas	Trisystem	Supply and install power point c/w plumbing Water Heaterc/w Pump. Brand :- Panasonic DH3CSIM
44	Petronas	Petronas Carigali Sdn Bhd	Inspection internal parts 2 unit's VideoScope, Industrial Olympus. Brand :- Olympus
45	Petronas	Petronas Carigali Sdn Bhd	Inspection 2 units Videoscope, Olympus, Iplex-3-set. Brand :- Olympus
46	Petronas	Petronas Carigali Sdn Bhd	Inspection internal parts 2 units Videoscope, Olympus, Iplex Mx, Inspection. Brand :- Olympus
47	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate Woodward Actuator Brand :- Woodward
48	Petronas	Petronas Carigali Sdn Bhd	Repair PABX Amplifier Brand :- AKUSTA
49	Petronas	Petronas Carigali Sdn Bhd	Repair and calibrate Woodward Actuator Governor Brand :- Woodward
50	Petronas	Petronas Carigali Sdn Bhd	Repair and calibrate Woodward Actuator Governor Brand :- Woodward
51	Petronas	Petronas Carigali Sdn Bhd	Repair Fuel Metering Valve
52	Petronas	Petronas Carigali Sdn Bhd	Repair Gas Detector Brand :- SIMRAD OPTRONICS



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
55	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate DIVERTER VALVE Brand :- WKM VALVE
56	Petronas	Petronas Carigali Sdn Bhd	Repair TEMPERATURE CALIBRATOR Brand :- JOFRA
57	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate LOW VOLTAGE 230V LOAD SHARING & SPEED CONTROL Brand :- WOODWARD GAVERNOR
58	Petronas	Petronas Carigali Sdn Bhd	Service and calibrate BIENNIEL – PRUFTECHNIK ROTALIGN PRO Brand :- PRUFTECHNIK ROTALIGN PRO
59	Petronas	Petronas Carigali Sdn Bhd	Service GE Multilin
60	Kerteh Terminal	Kerteh Terminal	Maintenance at KTSB -Manpower -Material
61	Exxonmobil Exploration & Production	Exxonmobil	TBC Card Watchdog & Isolated Input Card
62	MTBE Malaysia Sdn.Bhd	MTBE	PA System for Dewan Ibnu Sina
63	Electro Serve (M) Sdn. Bhd	Elektroserve (M) Sdn Bhd	Repair and services 5pcs Generator Card
64	Petronas	Petronas Penapisan Sdn Bhd	Service, repair and calibrate Druck Callibrator



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
65	Exxonmobil Exploration & Production	Exxonmobil	Repair and service Twinzone Alarm Card
66	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Assembly Rectifier
67	Petronas	Petronas Carigali Sdn Bhd	Service and repair Stepper Motor Drive Card
68	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Digital Output Card
69	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Coulter Counter Z1
70	Petlin	Petlin (M) Sdn. Bhd	Service and repair Walkie Talkie
71	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Rustronic TBM System
72	MECAS	MECAS	Service and repair HSE Static Board
73	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Secondary Server c/w port
74	Exxonmobil Exploration & Production	Exxonmobil	Service and replace part of Waterbath
75	Exxonmobil Exploration & Production	Exxonmobil	Dell power supply
76	Exxonmobil Exploration & Production	Exxonmobil	To repair twin zone alarm card
77	Exxonmobil Exploration & Production	Exxonmobil	Stepper motor card To supply 2 technicians April 08- MODICON



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
78	Exxonmobil Exploration & Production	Exxonmobil	To Supply 1 CCTV Camera
79	Exxonmobil Exploration & Production	Exxonmobil	To supply 2 technicians
80	Petronas	Petronas Bukit Kuang	To supply manpower
81	Exxonmobil Exploration & Production	Exxonmobil	To supply transformer
82	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Rectifier Assembly
83	Exxonmobil Exploration & Production	Exxonmobil	To supply 2 technicians June 08
84	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Power Regulator Cards
85	Exxonmobil Exploration & Production	Exxonmobil	Service and replace part Mulcom Unit 1
86	Exxonmobil Exploration & Production	Exxonmobil	Dell power supply
87	Exxonmobil Exploration & Production	Exxonmobil	Service and replace part Mulcom Unit 2
88	Malaysia Energy Chemical and Services Sdn Bhd	MECAS	New distribution board+manpower



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
89	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Battery Charger
90	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Power Supply for Modicon Grounded
91	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Power Regulator Cards
92	Exxonmobil Exploration & Production	Exxonmobil	Service and repair CPU, DELL OPTIPLEX GM590
93	Exxonmobil Exploration & Production	Exxonmobil	Service and repair Rectifier Assembly
94	Exxonmobil Exploration & Production	Exxonmobil	Service and repair HSDE Power Supply
95	Malaysia Energy Chemical and Services Sdn Bhd	MECAS	Service, Supply and repair Telephone Cable
96	Exxonmobil Exploration & Production	Exxonmobil	Service and replace part Power Regulator Card
97	Exxonmobil Exploration & Production	Exxonmobil	Dell power supply
98	PETRONAS	Petronas Gas Berhad	Supply PA System
99	Exxonmobil Exploration & Production	Exxonmobil	Service and replace part Canon Photocopy Machine GP160



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
100	LOCAL ENGINEERING	Sub-Con for TCOT Repair	Troubleshoot and Repair Relay Output Module CAT1746-OW16
101	Exxonmobil Exploration & Production	Exxonmobil	To service and callibrate Gavernor Woodward
102	PolyEthlyne (M)	Ethlyne (M) Sdn Bhd	To relocate PA System at Logistic Warehouse
103	Bekal Hidayat Sdn Bhd	Bekal Hidayat Sdn Bhd	To Supply and Install CCTV
104	Malaysia Energy Chemical and Services Sdn Bhd	MECAS	Troubleshoot, repair and service circulating bath
105	PETLIN (M) Sdn Bhd	PETLIN (M) Sdn Bhd	To supply HP4015N Laserjet
106	Exxonmobil Exploration & Production	Exxonmobil	To repair and replace Power Supply
107	Exxonmobil Exploration & Production	Exxonmobil	To repair Digital Decoder
108	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Hydraulic Gavernor Woodward
109	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Power Regulator Card
110	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Output Relay Card



NO	CLIENT	NAME OF PROJECT	SCOPE OF WORK
111	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Display Module Card
112	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service DCS Trackball
113	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Power Supply for Wonderware
114	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Processor Module
115	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service Fire and Gas Panel
116	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service, calibrate DORIC #245 Card
117	Exxonmobil Exploration & Production	Exxonmobil	Troubleshoot, repair and service TRICONEX Digital Card



# 5. WORKSHOP AND LIST OF TOOLS & MACHINERIES

SERVICES



## 5.1 WORKSHOP



## 5.2 LIST OF TOOLS AND MACHINERIES

No	Particular
1	OSCILLOSKOP MOS 620CH (MATRIX)
2	UNIVERSAL SYSTEM METEX MS – 9160
3	MULTI LOOP CALLIBRATOR MLC 01919
4	DECADE RESISTANCE BOX 1051
5	BUDENBERG DEAD WEIGHT TESTER
6	AMATEK TEMPERATURE CALLIBRATOR
7	HEWLETT UNIVERSAL COUNTER
3	SMD REWORK STATION
4	FLUKE TRUE RMS MULTIMETER 110 SERIES
5	HUNTRON TRACKER 2700
6	SANWA MULTITESTER YX360TRF
7	SOLDERING STATION 936A
8	POWER SUPPLY MATRIX MPS - 3005LK-2
9	POWER SUPPLY NE1310
10	WALKIE TALKIE MOTOROLA Radius P200
11	CHARGER RADIO MOTOROLA RADIUS P200
12	LOGIC PULSER LP-540H
13	HYDRAULIC PUMP
14	PRESSURE GAUGE
15	AUTO TRANSFORMER ( 240Vac to 110Vac )
16	CHARGER RADIO MOTOROLA GP 328
17	ELECTRONICS TOOLS BAG



# 6. PRODUCTS AND SOLUTION

SERVICES



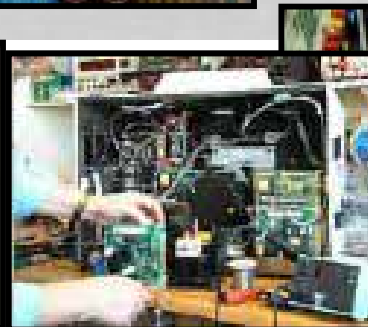
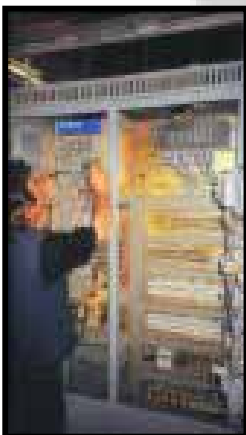
## 6.1 INDUSTRIAL ELECTRONIC REPAIR

Produktif Tetap Sdn. Bhd., PTSB, has been providing the most wide-ranging, modern, component level industrial electronics repair service in the industry.

Our core foundation is based on the key principals of hard work, good economic sense, technical expertise, and strict standards of customer satisfaction.

Older or current generation electronics, PTSB has the experience and skills to provide the right service for your particular needs.

PTSB will perform all electronics repair to component level and do not outsource our work to other firms



## INDUSTRIAL ELECTRONIC REPAIR TO COMPONENT LEVEL OF THE FOLLOWING:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>▪ AC DRIVE REPAIR</li> <li>▪ ACTUATORS (ELECTRICAL)</li> <li>▪ CHART RECORDERS</li> <li>▪ CNC BOARD REPAIR</li> <li>▪ CPUs AND PROCESSORS</li> <li>▪ COMMERCIAL LAUNDRY EQUIPMENT REPAIR</li> <li>▪ COUNTER REPAIR</li> <li>▪ DC DRIVE REPAIR</li> <li>▪ FIRE ALARM SYSTEMS</li> <li>▪ FLAT PANEL DISPLAY REPAIR</li> <li>▪ FLOW METER REPAIR</li> <li>▪ FREQUENCY CONVERTERS</li> <li>▪ HOT TUB CONTROLS</li> <li>▪ INDUSTRIAL INTERCOMMS</li> <li>▪ I/O MODULES, I/O CARDS</li> <li>▪ INVERTER REPAIR</li> <li>▪ LIGHT CURTAIN REPAIR</li> <li>▪ MONITORS (INDUSTRIAL)</li> </ul> | <ul style="list-style-type: none"> <li>▪ POWER SUPPLY REPAIR</li> <li>▪ PRESSURE TRANSMITTERS</li> <li>▪ PRINTING/CUTTING/BINDING ELECTRONICS</li> <li>▪ PROCESS CONTROL SYSTEMS</li> <li>▪ PLC REPAIR</li> <li>▪ SCALES</li> <li>▪ SERVO MOTOR, SERVO DRIVES</li> <li>▪ SOFT START REPAIR</li> <li>▪ SPA PACK REPAIR</li> <li>▪ TEMPERATURE CONTROLS</li> <li>▪ TIMER REPAIR</li> <li>▪ TOUCHSCREEN DISPLAYS</li> <li>▪ UPS SYSTEM REPAIR</li> <li>▪ VARIABLE FREQUENCY DRIVES</li> <li>▪ VARIABLE SPEED DRIVES</li> <li>▪ VIDEO DISPLAYS</li> <li>▪ WATER DAMAGED BOARDS</li> <li>▪ WELDING APPARATUS REPAIR</li> </ul> |
|--|---|



## 6.2 EQUIPMENT SUPPLY



### Emergency and Public Access Telephones



### Industrial Strength Telephones





The New Name Info



Olympus Video-scope Probes



Olympus Ultra Thin Fibre-scope



Olympus Rigid Borescope



Flexible Videoprobe



Olympus Iplex Basic/ Advanced Videoscope



Endoscope Kit



**INDUSTRIAL  
SCIENTIFIC**



Docking Stations



Portable Multi-Gas Monitor



Portable Single-Gas Monitor



Portable accessories



Calibration Stations and Gases



Fixed Systems Transmitters



Fixed Systems Controller



Fixed Systems Accessories







**ics triplex**  
A Rockwell Automation Company

**W. WOODWARD**

**ABB**

**FLUKE** ®

**HAWKE**  
SPORT OPTICS

**BETA**  
CALIBRATORS  
**MARTEL**  
ELECTRONICS

**EMERSON**

**OMRON**

**db** PRÜFTECHNIK



**Allen-Bradley**

**B** Basler Electric

**RCS**  
ROHRBACK COSASCO SYSTEMS  
BSI EN 9001:2000 CERTIFIED

**DYNALCO**  
CONTROLS







# 7. HEALTH, SAFETY AND ENVIRONMENT SERVICES



## 7. HEALTH, SAFETY AND ENVIRONMENT

### PRODUKTIF TETAP SDN. BHD

The Company's general policy with regard to the  
Health and Safety at Work of its Employees

The Board of Directors of the Company regards the promotion of Health and Safety measures as a necessary mutual objective for Management and Employees at all levels.

It is Company policy to do all that is reasonable to prevent personal injury and damage to property and to protect everyone from foreseeable work hazards. Encouragement will be given to the full participation of all employees in attaining the requisite standards of safety.

In particular the Company has the following responsibilities:-

1. To provide and maintain safe and healthy working conditions taking into account any statutory.
2. To make available all necessary safety devices and protective equipment and to supervise their use.
3. To maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for its management to set an example in safe behaviors.



## 7.1 Cooperation within employees

1. By working safety and efficiently and wearing any necessary safety equipment provided.
2. By assisting in good-housekeeping generally and particularly in keeping their work place clean and tidy.
3. By reporting incidents that have lead or may be lead to injury or damage.
4. By adhering to Company procedures jointly agreed on their behalf for securing a safe work-place.
5. By assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.
6. By complying fully in respect of all current Health and Safety Legislation.

## 7.2 Health & Safety Organization

1. The ultimate responsibility for health and safety company wide rests with the Managing Director but general and specific responsibilities have been laid upon managers and supervisors.
2. A Company Safety Officer has been appointed to enable the Company fulfil its overall responsibility for health and safety by providing specialist advice and information.
3. Investigations are initiated by Safety Offices, Supervisors and the Safety Representative into all accidents and 'near miss' situations which could have had serious consequences.
4. Meetings are convened by the Safety Officer Important safety matters may be raised and discussed at any time.



## 7.3 Management Responsibilities

Safety Officer – assist in the implementation of the Company's health and safety policy by:-

1. Liaising between the Company and the Factory Inspectorate.
2. Collection statutory information and ensuring the maintenance of statutory registers.
3. Keeping Managers, supervisors and Safety Representative informed of statutory requirements, up-to-date methods of machine guarding and improvements in safety equipment.
4. Liaising with and directing Managers, on all aspects of safety training.
5. Ensuring that adequate first aid facilities are provided.
6. Ensuring that recognized fire procedures exist and are known by all employees, that adequate fire equipment is available inspected and maintained.
7. Providing relevant safety training for all employees.
8. Devising and maintaining program for safety system of work and permits to work in any potential hazardous situation.
9. Informing Managers, of the introduction of any potential hazards relating to the new plant or system of working.
10. To institute training system for Supervisors and Workers regarding the control of Substances Hazardous to Health Regulations. Ensuring full compliance with the regulation to protect the health of all employees.
11. To comply fully with all other current Legislation and to train and instruct supervision and employees accord



Supervising Staff – It is the duty of every Supervisor to safeguard the health and safety of all employees in his Department by:-

1. Being on the alert at all times to detect and stop any unsafe practices which may arise.
2. Co-operating with the Safety Office and the relevant Safety Representative on all aspects of health and safety.
3. Insisting that employees always use the safety equipment provided, e.g. Guards, goggles, visitors, hearing protectors, masks, gloves, aprons, etc.
4. Authorizing the provision of safety equipment.
5. Allowing the Safety Officer to visit his Departments regularly and accompanying the committee on its tour of inspection.
6. Ensuring that all new employees in his Department are aware of safety requirements and also informing them of any hazards they may encounter during the course of their work.
7. Ensuring that apprentices in his Departments have constant safety supervision and are encouraged to act responsibly.
8. Ensuring full compliance regarding the Control of Substances Hazards to Health Regulation and all other current legislation.
9. Keeping a check on machinery and electrical apparatus and reporting any defects at once to the Superintendent.
10. Keeping a 'Safety Book' where records of training, advice, warnings, accidents, incidents and 'near misses' are recorded and dated.
11. Ensuring that his Departments is kept clean and tidy at all times and gangways and fire exist are kept clear.
12. Familiarizing himself with the position of fire appliances in his Department.

## 7.4 Employee's Responsibilities Duties of all Employees



It is the duty of every employee whilst at work:-

1. To take reasonable care for the health and safety of himself and other persons who may be affected by his actions.
2. To promote good housekeeping generally and particularly to keep own work place clean and tidy.
3. To co-operate with his employer to enable the employer to comply with any duty or requirement this is imposed upon him, by legislation.
4. Not to interfere with or misuse anything provided in the interests of health and safety.
5. To obey working instructions and use only authorized methods of work.
6. To report to supervision any incident or situation which may result in a risk to health or personal injury.
7. To report immediately to the Safety or Officer and Supervisor all injuries no matter how slight.
8. To familiarize himself with fire emergency procedures.
9. To regularly read notices on Safety and observe any instruction, advice or recommendations given.
10. To comply with all aspects of the Control of Substances Hazardous to Health Regulations, taking part in all instructional and training sessions and using all equipment provided to comply with the regulation.
11. Always use and maintain the safety equipment provided for personal protection. The use of PPE is mandatory and failure to comply will result in disciplinary measures being taken against the offender.

***Specific Points:-***



- a. Persons involved in the lifting of components should always ensure that the rope or chain being used is suitable for the weight of components being lifted. Lifting equipment will be checked regularly by Insurances Inspectors and Slings. Any worn or damaged equipment should be withdrawn from use immediately and supervision informed. All chains and slings should be clearly marked indicating their safe working load (S.W.L) .After use all chains and slings should be stored safely.
- b. All persons are expected to read carefully the Safety Handbooks which are provided and are available from the Health and Safety Officer.
- c. Barrier creams are provided for hands and should be used as a protection against dermatitis. Hands should not be immersed for long periods in oil, coolant, paraffin, etc. and must be thoroughly washed after using any of these.
- d. Acid or solvent cleaners must not be used except by appointed and trained personnel, who will use the appropriate protective equipment.
- e. Only authorized personnel will be allowed to drive internal transport, stores order picker, stores stacker crane and pendant cranes. Only authorized personnel will be allowed to drive Fork Trucks, Mobile Crane and overhead cranes, these personnel will be issued with an authorization slip from the Health and Safety Officer.
- f. Gas bottles and cylinders must be treated with great care and must never be exposed to extremes of temperature. Cylinders must only be used by qualified and experienced persons and securely stored.
- g. Grinding wheels may be changes by qualified persons only. The wheel speed is to be marked clearly on all grinding machines.
- h. Dye penetrates sprays and fluids must only be used in open and well ventilated areas. Masks, gloves and apron must be used.
- i. Employees using circular saws must use ear protection at all times.
- j. The contents of the Safety Policy and amendments to it will be brought to the attention of all employees.

## 7.5 Safety Representative



The Safety Representative will:-

1. Report to his Supervisor any Hazardous or unsafe conditions or practices.
2. Liaise with his Supervisor and Safety Officer in accident investigations and plant inspections.
3. Fully familiarize himself with the Company Safety Policy.
4. Select representatives to membership of the relevant Safety Committee.
5. Promote safe working practices among employees.
6. Familiarize himself with the position of fire extinguishers in his area and with the procedure to be taken in the event of fire.
7. Hold monthly meeting to discuss specific matter of health and safety or to receive information from the Safety Officer and Safety Committee.

## 7.6 Contractors and Visitors

1. Management will ensure as far as is reasonable and practicable that whilst on Company premises contractors and visitors are not exposed to risks concerning their health and safety.
2. Management will ensure that specific instructions are given on all aspects of safety as may be relevant in any particular case through the Company Health and Safety Officer.
3. Except where specifically authorized by Management or when accompanied by an authorized Company employee, visitors or contractors will not be allowed in any part of the Company's premises where they may be exposed to risks to health or safety.
4. All visitors or contractors who bring into site any equipment or tools, must ensure they comply with current legislation.

