

CORPORATE QUALITY ASSURANCE, POLICY AND PLAN

Golden Apex Projects Limited is committed to quality in every aspect of activities. Quality is the watchword of GOLDEN APEX and the company embraces the ideals of total quality management in its operations.

As a matter of quality assurance, the company ensures, right from its recruitment stage that, the best staff are employed in the organization.

The company's recruitment department along with the personnel-planning department maintains a feedback system that measures the effectiveness of recruitment policy and practices based on the company's quality control assurance plan.

The company assurance policy and plan contains a quality control procedure which emphasis on placing the right, experienced and skillful personnel on every aspect of its operations.

The company employs competent and experienced professionals to handle its construction projects. GOLDEN APEX also engage in an intensive effort to develop the high quality and technical manpower necessary for its staff training activities through training within the organization comprises on the job training which is a continuous process carried out in all department and under the challenging world of the construction industry.

And the company also sends staff to participate in seminars, workshop, etc in order to sharpen the skill and manpower resources and make them very relevant in the challenging world of the construction industry.

GOLDEN APEX quality assurance policy and plan ensure lasting and functional quality in the products and services being delivered to its numerous clients. This is entrenched in the company's organization chart which as a matter of policy ensures that every technical position is occupied by a qualified professional who ensures that every activity of the company is carried out with precision and within established quality control procedures.

The Company has operating staffs on permanent appointment and contract of agreement.

QUALITY ASSURANCE AND QUALITY CONTROL FOR ROAD CONSTRUCTION WORKS

GOLDEN APEX PROJECTS LTD quality assurance and quality control for Road Construction Works are tailored towards total quality management practices. These ensure total quality control right from the tendering stage through contract negotiation to construction stages of the organization activities.

The company follows strict quality control procedures in its construction activities. All construction works are carried out under strict supervisions. Competent supervisors are engaged in every section of our construction activities.

The supervisors see to it that it is only the craftsmen that have relative experience in specific construction jobs that are employed in the company construction projects.

On every project, the company has a competent site Engineer/supervisor who sees to it that Building/construction specifications are adhered to strictly.

The site supervisor is responsible for quality control test on materials to be used for construction. The company follows strict testing procedures and also gets testing and approval of materials for construction from consultant (appointed) and the clients.

The company's quality control officer sees to it that:

- (i) All quality control procedures are strictly adhere to
- (ii) All testing materials are got and all tests done before using materials for construction
- (iii) All construction activities are carried out under strict supervisory conditions
- (iv) Adequate protection for completed works is carried out.

AND

(v) All materials being purchased are direct from manufacturers or their representatives or agents.

CORPORATE SAFETY POLICY MANUAL

INTRODUCTION

Safety as a major part of investment in the continuity of life is of particular importance in the day to day activities of our organization

OBJECTIVE

In setting up this safety policy, we have set up guidelines, which will direct and control the company's effort/activities in the field of safety. The first step taken was to get a clearly defined statement from the Principal partner on safety.

PRINCIPAL PARTNER'S SAFETY STATEMENT

GOLDEN APEX PROJECTS LTD carries out various jobs on contract basis for various institutions -Private individuals, Public Corporations.

We carry out Renovations, Building and Road/Civil Engineering Construction works and other heavy Engineering works.

It is the uttermost aim of this company that all activities associated with various jobs undertaken are executed in such a way that the health and safety of its workers are safeguarded.

In this regard, GOLDEN APEX PROJECTS LTD will not only comply with all applicable safety laws but also in addition comply with all safety regulations for all institutions she works for.

We however, note that, although we have safety officer whose duty we shall define in this policy, the various supervisors and foremen in our different project sites shall have that particular role of ensuring that work for which they are responsible, are properly supervised and work practices employed are safe and efficient. Therefore we hereby emphasis that the safety at work shall be the responsibility of every responsibility of every employee since we know that achieving an accident - free operation involves a collective in effort.

SAFETY PROGRAMMES

We also note that since our unskilled labour force are largely employed on an adhoc basis, weekly site safety meetings shall be held on the various project sites to inculcate in workers, company's safety regulations.

One week safety induction courses will run for all new supervisory staff and the same time the company will provide safety equipment like safety boots, helmets, hand gloves, raincoats, etc, for use by all employees and visitors on site.

Employees shall from time to time be nominated for specialized courses such as first aid, crane/other machines operations, fire-fighting, defensive driving, swimming etc. At the end of these courses they shall be able to identify and eliminate hazards in their various jobs.

And finally, the attendance at these safety courses shall take precedence over all other companies' activities.

POLICY GUIDELINES

The safety policy guidelines of GOLDEN APEX PROJECTS LTD are as follows:

- a. Promotion of safety consciousness in all workers
- b. Only skilled workers shall be engaged in specialized operations
- c. All workers shall be educated on the safety rules of our various clients
- d. Provision of personal protective clothing such as safety shoes/boots, head helmets, hand gloves, eye goggles, etc for work on site.
- e. Only certified swimmers shall be engaged for water-borne operations.
- f. workers traveling to different work sites shall be conveyed to site in appropriate and approved vehicle driven by statutory licensed drivers.
- g. Encouragement of workers to report all accidents.

SAFETY OFFICER

The duties of the safety officer are:

- a. The safety officer shall conduct regular safety meetings at work sites and take minutes of such meetings.
- b. He shall investigate potential hazard at the work place whether or not they are drawn to his attention and also examine the causes of accidents at the site.
- c. He shall investigate complaints from workers relating to matters affecting their health, safety and welfare at work.
- d. he shall report to the management of the company all such complaints received by him and finally.
- e. He shall conduct inspection on all equipment, and to see that they are in good and safe working conditions.

COMPANY'S SAFETY REGULATIONS

GOLDEN APEX PROJECTS LTD shall enforce all safety laws in existence including the following

- (i) The factory decrees No 16 of 1978
- (ii) Mineral oil (safety) regulation of 1963 and to buttress the laws, the company's safety regulations are:
 - (a) There shall be no drinking of alcohol during official working hours.
 - (b) Drugs can only be taken if dispensed by competent persons
 - (c) There shall be no horseplay during working hours
 - (d) Proper safety, personal protective equipment must be used for work as may be required.
 - (e) Workers are to report all accidents, incidents and near misses.
 - (f) Workers must attend all safety meetings.

SAFETY INCENTIVE/REVIEW

GOLDEN APEX PROJECTS LTD runs an annual safety incentive scheme involving staff and the best workers in various fields receives awards. To this end, the safety performance record of each staff is reviewed quarterly and properly documented.

The summarized safety report indicates those to receive award and it further forms an important part of staff annual overall report.

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