



# شركة ليبيا بترول للخدمات العامة

## **LIBYA PETROL COMPANY**

(OIL SERVICES & MANPOWER, MATERIAL, EQUIPMENT SUPPLY)



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## **CONTACT NUMERS & EMAIL**

**Contact of general manager of Libya Petrol Company you can call any time Libya Petrol management on these numbers please see the attachment:**

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**MADE AND ENTERED INTO BETWEEN**

***For client and on behalf of Libya petrol.co***

.....

***Registration Number:147***

***(Herein after referred to as “The Client”)***

**&**

***Libya petrol .co.***

***Registration Number: 147***

***A Close Corporation duly incorporated in accordance with the laws of the Republic of LIBYA of city awjila situated road awjila between jalo , Awjela fuel station TITI sons herein represented by Mr. Abdullah HamadTiti in his capacity as the chairman of the company and being duly authorized thereto.***

***(Herein referred to as “Libya petrol.co”)***

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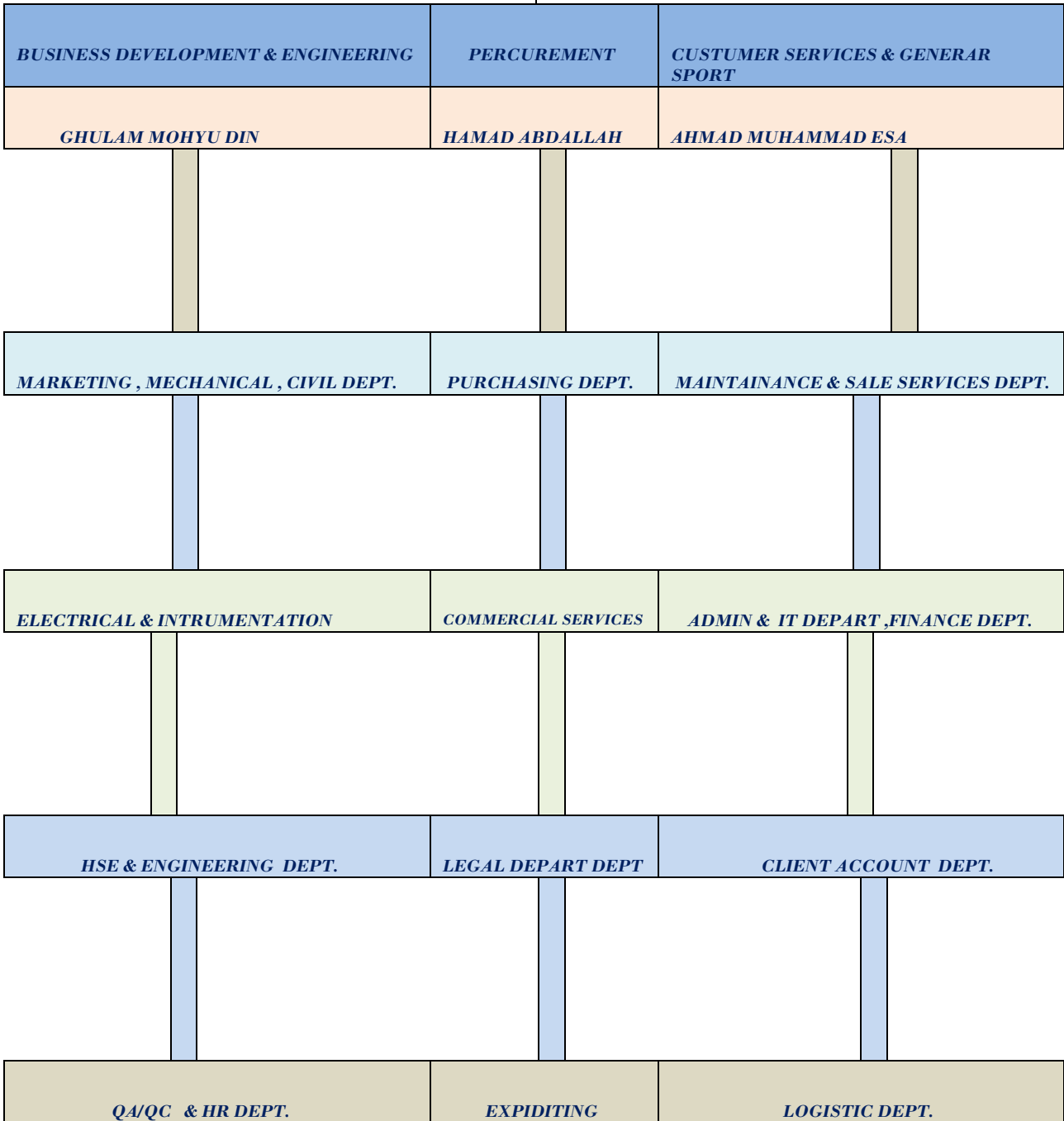
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# ORGANIZATION CHART LIBYA PETROL COMPANY

<b>NAME: ABUDULLAH AHMAD</b>
<b>TITLE : CHAIRMAN</b>



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## **MISSION STATEMENT:**

*Libya petrol company was founded in 2007 to meet a growing demand for telecommunications turnkey services. Responding to rapid changes in the Ugandan construction and building industry, Libya petrol company has developed into a full-service construction company, establishing itself as a leader in the civil works sector. Libya petrol company operates all over Libya.*

## **Introduction**

*Although, LIBYA PETROL Co. For Services has been created, for offering its services in the Libyan Offshore and Onshore Company. LIBYA PETROL Co. is Libyan Company with international support. The operational approach is growing up by:*

- *High quality of services and manpower & rental machine supply stuff under any environmental conditions;*
- *High attention to safety;*
- *High attention to innovation and training*
- *Quick problem – solving attitude*
- *Flexibility*
- *The LIBYA PETROL Co. for Services provides Services and its related services in all*

*Libyan territory and the available services include*

- *Manpower supply services:*
  - *Supply Heavy equipment*
  - *Recreational enters and camps management*
  - *consultancy for industrial, tourist and commercial Services*
- operations LIBYA PETROL Co. for Services has its headquarters in awjlawahaat It consists of the Managing Director, the Chief Financial Manager, the Operational Manager, the administrative and the commercial structures which support them.*



## **Organization Related To Provision of General Contracts, Man Power Supply & Rental Equipment.**

*As it is provided in the “Libyan Organization Chart” the Area Manager in Benghazi, Libya, through the coordination of the Supervisors’ activities will have full responsibility of the project. Since, the Supervisor will be a point of reference for the client, he will conduct all managerial and administrative aspects, more precisely:*

### ***Contacts with the client:***

- ✓ *client’ s satisfaction, definition and verification of the service, menu’ s choice and changes, resolution of any problems*
- ✓ *Safety Training and Management*
- ✓ *Human Resources Management*
- ✓ *Selection and employment of personnel, in cooperation with the Area Manager*

## **MANAGEMENT STRUCTURE OF LIBYA PETROL Co.**

*The operational structures are controlled by companies or branches specifically created in each country, such as LIBYA PETROL Co. For Services.*

*These structures are run by an Area Manager who gives reports to the Headquarters in Benghazi and from which the followings depend:*

- ❖ *General Manager*
- ❖ *Safety Manager*
- ❖ *Operations Manager*
- ❖ *Commercial Manager*
- ❖ *Human resource Manager*
- ❖ *Administrative Structure*
- ❖ *Warehouse*
- ❖ *General Service*
- ❖ *Camp-bosses*



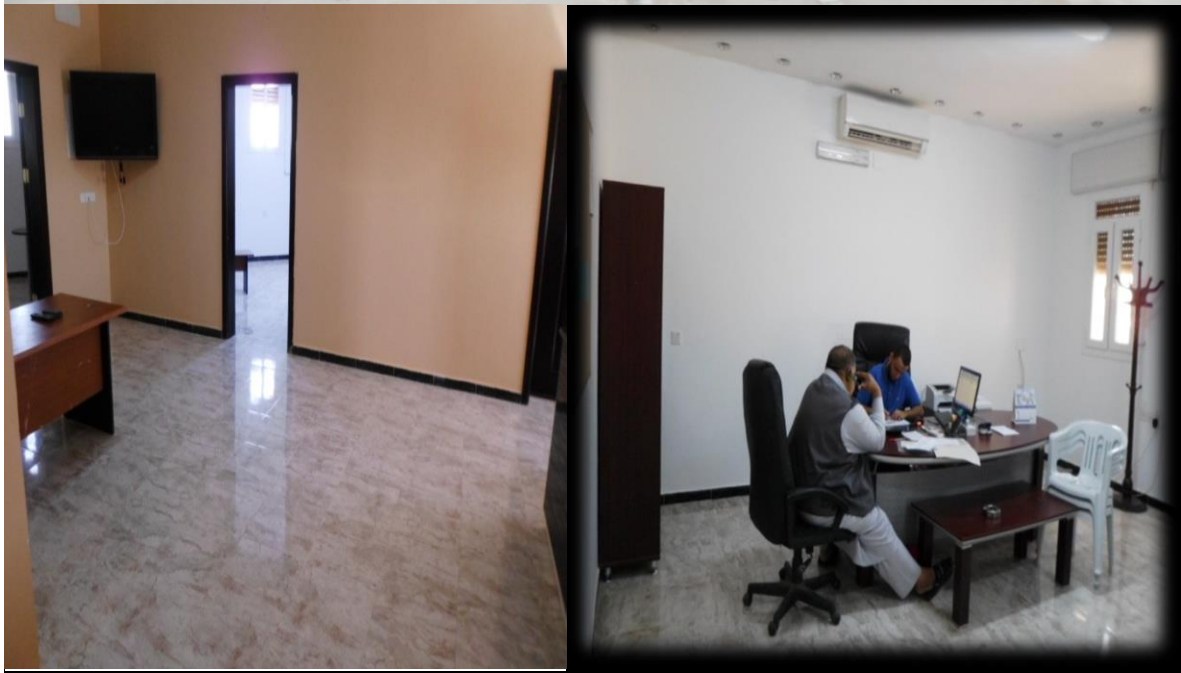
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## ***Quality policy.***

*It is the policy of Libya petrol Oil Services to provide its customers, at a competitive price service for man power supply, tank repair/cleaning, piping works and other mechanical/electrical/civil works in every respect their specified and agreed requirements. In implementing this policy the company defines measures for assuring the promptness of response time to enquiries, the availability and reliability of its processing equipment, and the timely and affective completion of its contracts. All personnel employed on the company's work are instructed in the importance of quality, are trained in the procedures necessary to ensure its achievement and are required to work in accordance with their provisions.*





## **SAFETY MANUAL LIBYA PETROL COMPANY**

### **STATE OF POLICY**

*The policy of LIBYA PETROL COMPANY is to provide a safe and healthy workplace, free from recognizable hazards for all of our employees. It is also the policy of LIBYA PETROL COMPANY to comply with federal, state and local regulations governing construction safety and health in the execution of our program. In support of these policies, LIBYA PETROL COMPANY will use its resources to complete our projects with a primary concern for safety and health. We will focus our safety efforts on preventing recognizable hazards, including unsafe acts and unsafe conditions which are the primary causes of accidents, injuries, illnesses, fatalities and property damage. We will pursue these commitments in the following ways:*

- *Employee safety and health training*
- *Regular and frequent safety inspections*
- *Safety enforcement*
- *Accident investigations*

*This manual describes each element of LIBYA PETROL COMPANY construction safety and health program, explaining the methods to be used when implementing the program. All supervisors and employees shall perform their duties in accordance with applicable safety and health codes, standards, and this Safety and Health Manual.*

- *Ensure that unsafe conditions and behaviours are corrected promptly.*
- *Ensure a thorough investigation is performed of all accidents and injuries resulting in root cause being identified and corrective action implemented to prevent recurrence.*
- *Enforce safety policies by issuing the appropriate level of discipline to employees for violations.*
- *Stop work any time situations are observed which poses an immediate danger to any employee or has the potential for serious damage.*
- *Plan work to include the necessary safety equipment such as fall protection harnesses, lifelines, etc.*
- *Plan work to include the necessary safety procedures such as aerial lift training, scaffold erection procedures, etc. Safety Officer/Competent Person*  
*Competent persons will be selected by LIBYA PETROL COMPANY who are knowledgeable in their designated area or areas and who are given authority to take prompt corrective measures to eliminate unsafe conditions. The specific duties of the LIBYA PETROL COMPANY*



### ***Safety Officer/Competent Person includes:***

- *Stop work anytime situations are observed which pose an immediate danger to any employee or has the potential for serious damage*

- *Conduct periodic safety meetings*

- *Perform new hire orientation* • *Conduct periodic inspections of the worksite*

*LIBYA PETROL COMPANY Safety & Health Manual*

- *Perform in the capacity of a “competent person. requires competent persons in many of the work operations encountered in construction. A competent person is defined as one who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees and who has the authorization to take prompt corrective measures to eliminate them. The following activities require a competent person’s*

*involvement:*

*! Scaffolding*

*! Fall Protection*

*! Ladders! Cranes*

*! Excavations*

### ***Employees***

*Employees shall be held responsible for performing their work in a safe manner, in accordance with the safety training received from LIBYA PETROL COMPANY They must also be on the alert at all times and either report or correct unsafe conditions immediately. Employees must also report all work-related near misses, accidents, injuries, or illnesses immediately to their supervisor. Specific employee responsibilities include:*

- *Use required safety and health equipment (PPE)*

- *Inspect work area for unsafe conditions*

- *Ensure tools are in good repair and do not use any that need repair. Tag, remove from service and notify LIBYA PETROL COMPANY management of any defective tool or equipment.*

- *Use tools safely and in the manner for which they are designed*

- *Follow all jobsite safety rules, jobsite work rules and perform work in a safe manner in accordance with safety training received from LIBYA PETROL COMPANY condition of employment.*

- *Be aware of their physical limitations and are responsible for working within them. Employees are expected to ask for help in performing tasks, which the*

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*employee believes, will cause overexertion. Alternative methods may be available for making the work task easier such as using equipment.*

- Lift correctly by positioning the body in such a way as to keep the back straight, bend the knees and lift with the leg muscles. The load should be kept close to the body. Twisting at the waist should not be done while lifting. Turn by moving your feet.*

- Use two people to setup scaffolding and install planks due to their size and weight. Muscle strains can happen easily with one person trying to move planks due to their weight and length. LIBYA PETROL COMPANY Safety & Health Manual*

### ***Accident/Injury Management***

#### ***First Aid & Medical Procedures***

- First aid kits are provided and available in all LIBYA PETROL COMPANY gang boxes, trailers or trucks.*

- All work related accidents, injuries and illnesses must be reported and documented using the company's Accident Report Form located in the Forms section of this manual. The company will not authorize medical treatment and/or evaluation for any injury or illness unless it has been documented as work related and reported to the company.*

- Employees must receive authorization from LIBYA PETROL COMPANY before seeking medical treatment and/or evaluation for a work related injury or illness except in emergency situation. Employees are responsible for notifying LIBYA PETROL COMPANY of all work-related injuries. Unreported injuries and illnesses that later result in a compensation claim will be questioned and investigated by the worker's compensation carrier.*

- Employees with minor work related injuries may treat themselves using materials provided in the gang boxes, trailers or trucks and must report the injury to their supervisor. • Cases involving exposure to blood or other body fluids shall be handled in accordance with the Blood borne Pathogens Exposure Control Plan section of this manual.*

- Employees who refuse medical treatment and/or evaluation for a work related injury or illness shall only return to work if it is determined that they can continue to work safely without further aggravation.*



### ***Accident Reporting & Investigation Serious Accidents***

*All accidents are to be reported, however, special reporting procedures are required with serious accidents involving internal injuries, multiple fractures, amputations, hospitalization, multiple injuries or fatalities. LIBYA PETROL COMPANY must be notified as soon as possible whenever a serious accident occurs. CLIENT requires they be notified within 8 hours of a fatality or whenever three or more employees are hospitalized from the same accident. LIBYA PETROL COMPANY Safety & Health Manual*

#### ***Accident Report***

*The Accident Investigation form included in the Forms section of this manual shall be completed by LIBYA PETROL COMPANY Supervision for any incident involving a work related injury or illness to a LIBYA PETROL COMPANY employee. This report shall be completed prior to transporting the injured worker for medical treatment and/or evaluation, except in the case of an emergency or when a delay would likely cause additional medical problems.*

*If an injury results in medical treatment beyond first aid, lost time or restricted days, an entry must be made on the. See the Forms section of this manual for a copy of a pamphlet with more details on how and when to complete the log. In the forms section, there are two copies of the for your use. One copy is simply a paper copy of the log, which you may print and complete by hand. The other version is a Microsoft Excel spreadsheet that may be completed on the computer, provided you have access to Microsoft Excel. Either version is acceptable*

*Required Posters the Emergency Phone Numbers and Job Safety & Health posters located in the forms section of this manual should be completed and posted at each job site. These can be posted on bulletin boards, inside gang boxes, inside the site trailer or for smaller job sites kept inside the trucks so long as they are readily available to all employees during working hours. LIBYA PETROL COMPANY Safety & Health Manual.*

#### ***General Safety & Health Policies***

##### ***Job Site Inspections***

*Safety inspections are a primary means of identifying unsafe acts and conditions in the field. Safety inspections also help determine the level of compliance with safety requirements by supervisors and workers.*

*• LIBYA PETROL COMPANY will conduct regular and frequent safety inspections of all work areas at each LIBYA PETROL COMPANY jobsite. Inspections will be guided by CLIENT requirements, the requirements of this Safety and Health Manual and any other contractual requirements.*



- *Safety inspections will be documented and shall include what was inspected, any violations or hazards identified, corrective actions taken or required, and a date that corrective actions were completed.*
- *Unsafe conditions identified during a safety inspection shall either be corrected immediately or work in the area should be suspended until the condition can be corrected.*
- *Wilful or repeat violations by individuals will result in a written disciplinary notice being issued.*

### ***CLIENT Inspections***

*Under normal circumstances, LIBYA PETROL COMPANY will cooperate with MIOSHA Compliance Officers requesting permission to inspect a LIBYA PETROL COMPANY worksite. The credentials of all Compliance Officers should be verified as soon as possible after their arrival or during the opening conference, at the latest. LIBYA PETROL COMPANY management should be notified about the inspection as soon as possible after becoming aware of the inspection. Other persons to be notified about an imminent CLIENT inspection include the general contractor, other contractors and subcontractors working onsite. A CLIENT inspection will always begin with an opening conference. The Compliance Officer should state the reason for the inspection at this conference. Reasons for a CLIENT inspection include regularly scheduled inspection, an accident/injury investigation, or an employee complaint. Request a copy of any employee complaint being used as a reason for the inspection. The Compliance Officer shall be allowed to review documents that are specifically requested. Care shall be taken not to offer anything that was not requested. The Compliance Officer should not be given copies of any LIBYA PETROL COMPANY records without permission of LIBYA PETROL COMPANY management. Only copies shall be given to the Compliance LIBYA PETROL COMPANY Safety & Health Manual 9 9 Officer. LIBYA PETROL COMPANY shall retain all originals, with a copy going into an inspection file setup at offices under the date of the inspection.*

*(NOTE: not giving requested records could be vie LIBYA PETROL COMPANY wed as a refusal, which could then result in a warrant). During the actual inspection of the jobsite by the Compliance Officer, the person representing LIBYA PETROL COMPANY should:*

- *Take comprehensive notes*
- *Take photos that are identical to any taken by the Compliance Officer*
- *Immediately correct any observed violations, if possible*

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- *Not allow employees to recreate or demonstrate unsafe acts or conditions*
- *Answer questions truthfully but do not volunteer information*
- *Not agree or disagree with addressing a potential safety or health hazard with the compliance officer. A CLIENT inspection will usually end with a closing conference. During this closing conference the Compliance Officer should identify all conditions and practices that may constitute a safety or health violation and which may result in a citation and provide copies of the standards. Make sure the Compliance Officer has noted any corrective action already taken. The compliance officer may schedule a follow-up inspection to verify that any corrective action not taken immediately has been completed. This follow-up inspection should be conducted like any other inspection, including the opening and closing conferences. Persons contacted for the original inspection should also be contacted for any follow-up inspections.*

### ***Safety Training Orientation***

*Newly employed, promoted and/or transferred LIBYA PETROL COMPANY employees shall be fully instructed in the safe work practices of their assignments and the hazards typically present on a project worksite, prior to starting work. This training will also include the material covered in this manual. Documentation of this training is to be noted on the Safety Training Attendance Sheet included in the forms section of this manual. Safety*

### ***Meetings/Tool Box Talks***

*LIBYA PETROL COMPANY will conduct periodic safety meeting for the entire crew. The subject of this meeting will cover specific safety procedures pertinent to the crew's activity. This meeting will also provide an opportunity to point out any hazardous conditions or unsafe work practices that LIBYA PETROL COMPANY Safety & Health Manual have been noticed. Documentation of this training is to be noted on the Safety Training Attendance Sheet included in the Forms section of this manual.*

### ***Hazard Communication Training***

*Training is required for employees who may be exposed to hazardous chemicals in their work area. This training must be completed prior to beginning any work that may involve exposure to a hazardous chemical or special training whenever a new or significant hazard is introduced. Material Safety Data Sheets are available for every chemical brought onsite by LIBYA PETROL COMPANY employees and are kept in LIBYA PETROL COMPANY trucks. All containers must be labelled with the chemical name of the substance and appropriate hazard warnings. This applies to temporary containers also if*





*the product has not been used up in one shift. Labels are not to be removed until the entire container has been emptied and rinsed of all residue.*

### ***Other Safety & Health Topics***

*Additional safety related training would be conducted for employees depending upon the nature of their work, exposures encountered on the job site and requirements of the customer or General Contractor. All safety training will be documented (see the forms section for the Safety Training Attendance Sheet).*

### ***Confined Space***

*A confined space shall not be entered until an authorized person evaluates the space and authorizes entry. Confined spaces are:*

- 1. A space that is not designed for continuous employee occupancy (manhole, process tank, pits deeper than 4 feet, etc.)*
- 2. Is large enough that a person can enter the space and perform work and*
- 3. Has limited or restricted means for exit (smaller than a normal doorway) and*
- 4. May have a possible hazardous atmosphere such as:*
  - a) Flammable gas*
  - b) Airborne combustible dust*
  - c) Oxygen deficiency or enrichment*
  - d) A toxic atmosphere*
  - e) Danger of engulfment (sand, grain, water)*
  - f) Danger of entrapment (inward sloping walls, etc.)*
  - g) Any other hazards, such as moving unguarded parts, exposed energized components*

### ***Hazard Communication***

*Information and training is required to be provided to all employees who work with or have the potential to be exposed to hazardous chemicals on the jobsite. It is the responsibility of the Safety Coordinator to:*

- Assemble all Material Safety Data Sheets and make them available to all jobsite employees*
- Compile an index of all hazardous chemicals used throughout the company. A form titled List of Hazardous Chemicals located in the Forms section can be used for this purpose*
- Conduct training for all employees who are exposed or have the potential to be exposed to hazardous chemicals while working. Be sure to document this training.*
- Ensure that all containers of hazardous chemical are labeled at all times*



- *Updating and posting the New or Revised and List of Hazardous Chemicals forms located in the forms section of this manual, when new are received*
- *Complete and post the Location form ( see forms section )*
- *Ensure employees are aware of hazards presented by other contractors.*

### ***Lockout Procedure***

*Locking out of equipment is required to assure that employees are protected from unintended machine start up or movement while work is being done which would cause injury.*

#### ***General***

*The power source of any equipment, machine, tool or process to be set-up, adjusted, repaired, serviced, installed or where maintenance work is to be performed and unintended motion or release of energy could cause personal injury should be locked out by each employee doing the work. Sources of energy include:*

*Springs*

*Air*

*Hydraulic*

*Steam*

*Chemical*

*Electrical*

*Gravity*

#### ***Procedure***

- 1. Notify the equipment operator of the work to be performed and that they are releasing control of the equipment to you LIBYA PETROL COMPANY Safety & Health Manual*
- 2. Locate all sources of energy and place them in a neutral (off) position*
- 3. Secure each with a safety lockout device and retain the key*
- 4. Make sure the machine cannot be restarted by trying the controls*
- 5. Return controls to off or neutral position*
- 6. After work is completed, all tools and equipment removed and guards reinstalled, each employee removes their own lockout device*
- 7. Notify operator that work is complete and control of machine is returned to them.*



## **Personal Protective Equipment**

*Personal protective equipment, including clothing and all other work accessories, are designed to be protective barriers for employees against workplace hazards. Whenever possible, hazards should be reduced or eliminated using engineering, work practice, and/or administrative controls. Personal protective equipment should not be used as a substitute for those other control methods.*

### **Hardhats**

*Hardhats shall be worn at all times when on sites requiring them or when there is the potential for the following:*

*Falling objects striking the head.*

*Collisions with objects.*

*Exposed electrical conductors.*

*Working on scaffolds.*

### **Safety Glasses**

*Safety glasses shall be worn at all times when on sites requiring them or when there is the potential for objects to fly into the eye. Face shields must be worn with safety glasses during operations that produce sparks, airborne particles or when handling or working with certain hazardous chemicals. Goggles shall be used, as required, to provide eye and face protection when safety glasses are insufficient and face shields are impractical.*

### **Hand Protection**

*Gloves are recommended for any employee whose hands are exposed to the possibility of cuts, chafes, burns, splinters and/or irritations.*

### **Foot Protection**

*Employees are required to wear acceptable work boots/shoes at all times. Acceptable work boots/shoes must protect the employee's feet from falling objects, sharp objects and spills. Tennis, sandals or athletic shoes are not an acceptable means of foot protection and are therefore not allowed on construction sites. The exemption would be as part of the Alternative Fall Protection Plan which is jobsite specific. As noted, any employee only engaging in roof sheathing or roof operations after trusses have been set may wear an athletic shoe with a rubber sole. It is our stated policy that the shoes protect the employee from fatigue on roof operations & prevents slipping which increases confidence & stability thus reducing the risk of falling. In addition, the rubber soles are better equipped to handle the adverse conditions & effects of such work especially to the*



*LIBYA PETROL COMPANY Safety & Health Manual feet, ankles & lower leg. Roof operations are significantly less likely to incur falling objects or sharp protruding objects as would ground work therefore this is an accepted alternate for roof pitches 4/12 & greater in slope. Work boots should be brought to the jobsite should roof operations need to be suspended or should an employee be directed to other tasks or areas of work requiring the standard work boot.*

### ***Protective Clothing***

*Employees are required to wear clothing that is appropriate for their assigned task. Minimum requirements include full-length pants and a T-shirt that covers the shoulders and trunk. Employees who report to work not properly dressed will be sent home, without pay, to change. Clothing for protection against hazardous processes shall be provided by the employer.*

### ***Hearing Protection***

*LIBYA PETROL COMPANY will furnish appropriate hearing protection equipment for employees when engineering controls are not practical or available to reduce the noise level below CLIENT limits. Hearing protection is required in any work area with high levels of noise (more than 90 decibels). In general, hearing protection should be worn whenever employees work in areas where they have to shout to be heard.*

### ***Personal Fall Protection***

#### ***General***

- A person exposed to a fall of six feet or more is required to be protected by either a guardrail, safety net system or a personal fall arrest system.*
- Holes shall be covered, secured and labeled or have a guardrail system installed around all unprotected sides or edges.*

#### ***Guardrail System***

- A standard guardrail system consists of a top rail, midrail and vertical supports.*
- Top rails shall be installed at 42” above the walking/working level and be able to withstand a 200-pound force applied in any downward or outward direction. If wire rope is used as a top rail, it shall not deflect to less than 39” above the walking/working level and shall be flagged at not more than 6-foot intervals with high-visibility material.*
- Midrails shall be installed halfway between the top rail and the working/walking level and shall be able to withstand a 150-pound force in any downward or outward direction.*



- *Toe boards with screen or mesh shall be installed as part of a guardrail system when persons working or passing below the guardrail may be exposed to LIBYA PETROL COMPANY Safety & Health Manual falling objects. Screens and mesh, when used shall extend from the top rail to the walking/working level and along the entire opening between top rail supports.*
- *Guardrail systems used on ramps and runways shall be erected along each unprotected side or edge.*

### ***Personal Fall Arrest and Positioning Device Systems***

- *A personal fall arrest system consists of an anchorage, connectors, a body belt or harness, and may include a lanyard, deceleration device, lifeline, or a suitable combination of these items.*
- *Body belts and non-locking snap hooks for fall arrest are not allowed.*
- *Personal fall arrest systems shall limit falls to less than 6 feet*
  - *A horizontal lifeline shall be designed and installed to maintain a safety factor of at least two.*
- *When vertical lifelines with rope grabs are used, a separate lifeline shall protect each employee.*
  - *A personal fall arrest system shall not be attached to a guardrail system unless a qualified person designs the guardrail system for this use.*
  - *Independent vertical lifelines with a rope grab are required for each employee working off a suspended scaffold.*
  - *Employees are also required to be tied-off when working from an aerial work platform*
    - *Anchorage points for safety harness lanyards and lifelines must be able to withstand a force of 5,000 pounds per person.*
    - *A positioning device system means a body belt or harness rigged to allow a person to be supported on an elevated vertical surface, such as a wall, and work with both hands free while leaning. A positioning device system shall limit falls to less than two feet.*

### ***Rescue Plan***

*LIBYA PETROL COMPANY fully intends to provide prompt rescue of any employee who has fallen and is suspended by a fall arrest system. This will be accomplished using the local fire department rescue service. Any employee who uses fall protection will be trained in this procedure and what to do in the event of a fall. LIBYA PETROL COMPANY Safety & Health Manual*  
***Excavations Employees are not allowed to enter excavation***



*Employee are not allowed unless the proper precautions of have been taken in advance to prevent cave-ins:*

- *Shields, slopes or shoring must be used for all excavations that are more than five feet deep*
- *Equipment and excavated piles must remain at least two feet back from the edge of the excavation*
- *Ladders are required for excavations more than four feet deep and must be placed no more than 25 feet apart*
- *Water must be removed from and controlled in all excavations, before employees are allowed to enter by the qualified person at the jobsite.*

### ***Scaffolds***

*Scaffolds must be built and erected to CLIENT, S standards, under the supervision of the competent person, which includes:*

- *Fully planked work deck secured to the bearing portion of the staging by cleating or wiring. Planking must be visually checked before use. Do not use planking that is split/cracked or not designed for staging use.*
  - *All planking shall be Scaffold Grade, or equivalent. The maximum permissible span for full thickness undressed 2” X 10” or wider planks used for light duty (25 psf) scaffolds is 10 feet. Eight feet maximum span for nominal thickness lumbar.*
    - *The working deck of a scaffold must be at least 18” wide (two planks). Scaffold planking shall be overlapped a minimum of 12 inches or secured from movement. Scaffold planks shall extend over their end supports not less than 6” nor more than 12”*
    - *The poles, legs, or uprights of scaffolds shall be plumb and securely and rigidly braced to prevent swaying and displacement. Where uplift may occur on tubular frame scaffolds, the panels shall be locked together vertically by pins or other equivalent means.*
    - *Tubular welded frame scaffolds and tube and coupler scaffolds shall be secured to the building or structure at intervals not to exceed 30 feet horizontally and 26 feet vertically.*
    - *A complete guardrail system including top rails, mid-rails, and toe boards are required on all open sides of work decks over ten feet high and on work decks from 4 to 10 feet high when the minimum width is less than 45 inches.*
    - *Access ladders must be provided to the work deck. Access ladders must be tied off to prevent slipping, where applicable. LIBYA PETROL COMPANY*
- Safety & Health Manual*



- Scaffolds shall be erected on sound, rigid footing, and shall be capable of carrying the maximum intended load without settling or showing signs of displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.
- Scaffolds and their components shall be capable of supporting, without failure, at least 4 times the maximum intended load.
  - There shall be a screen with maximum  $\frac{1}{2}$  inch openings between toe board and the guardrail where persons are required to work or pass under the scaffold.

### **Mobile/Rolling Scaffolds**

- The height of a freestanding mobile scaffold shall not exceed four times the minimum base dimension.
- Mobile scaffolds shall have proper cross bracing and diagonal bracing.
  - Platforms on mobile scaffolds shall be tightly planked and secured. Platforms more than 10 feet above the ground or floor shall be protected with guardrails and toe boards on all open sides and ends.
  - A ladder or stairway shall be provided for proper access and exit.
- The wheels shall be locked to prevent any movement when any employee uses a rolling scaffold.
  - Employees may not ride a rolling scaffold unless special conditions are met as listed in the CLIENT standards.

### **Ladders**

Ladders shall be inspected for damage before they are set for use. Employees shall immediately tag, remove from service and notify their supervisor of any ladder they find damaged. The ladder must either be repaired or destroyed. All ladders purchased by LIBYA PETROL COMPANY shall be Class I Heavy Duty Industrial Grade ladders. Straight ladders and extension ladders shall be purchased with safety feet installed. General safety guidelines for ladders are:

- Inspect each ladder before use. Inspections shall include examining the ladder for split side-rails, broken or split steps or rungs, uneven legs, broken extension brackets, and hardware deficiencies. Ladders that are defective or damaged shall be taken out of service for repair or disposal LIBYA PETROL COMPANY.

### **Safety & Health Manual**

- The pitch of a ladder shall be set up at approximately 4:1 (vertical: horizontal). For every 4 feet the ladder goes up, the base must be one foot from the vertical support.



- *Ladders placed in any location where they can be struck by traffic, such as in doorways, driveways or passageways, shall be secured to prevent accidental tip over or a barrier erected to keep traffic away from the ladder.*
- *Know the capacity (load) of the ladder and do not overload it.*
  - *Job built ladders have special requirements for construction and placement. Do not build one unless you understand these requirements.*
  - *Straight ladders must be set up so they are stable. The top and/or bottom shall be secured as required to prevent slipping. Ladders with slip resistant feet shall be used whenever possible. Ladders with plain feet or those with slip resistant feet on slippery surfaces shall have their bottom and top secured as necessary to keep them from moving.*
- *Straight ladders shall extend at least three feet above the level being accessed. Use a ladder of the proper length to do the job safely.*
- *The top and top step of a ladder shall not be used. If tempted – get a longer stepladder.*

*Proper use of ladders includes:*

*Facing the ladder when climbing!*

*Using both hands while climbing the ladder!*

*Making sure shoes are clean of oil and grease*

- *Stepladders are not to be used in the folded closed position (as a straight ladder).*
- *Metal ladders shall not be used in areas where exposed electrical wires are present*

### ***Aerial Lifts & Work Platforms***

*Self-actuated aerial lifts and work platforms are to be used by authorized employees only. LIBYA PETROL COMPANY provide training on the specific aerial lift or work platform that employees are authorized to use. Do not operate an aerial lift unless you have been authorized to do so and have been trained.*

- *Employees must work with their feet on the floor of the lift and are not allowed to climb on the handrails, use ladders, planks, or other extensions to reach higher.*
  - *Fall protection is required with tie-off to an approved anchorage point on the lift or basket LIBYA PETROL COMPANY Safety & Health Manual*
  - *Aerial lifts shall not be moved when the boom is elevated except as specifically allowed by the manufacturer and the jobsite conditions. A lift cannot be moved with the basket raised unless the operator can see all wheels and surrounding*

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terrain. *Extreme caution must be exercised when moving a lift with the basket raised to prevent tip over.*

## **Hand & Power Tools**

### **General**

*All hand and power tools and similar equipment shall be maintained in a safe condition. Belts, gears, shafts, pulleys, sprockets, spindles, drums, flywheels, chains, or other reciprocating, rotating, or moving parts of equipment shall be guarded, if such parts are exposed to contact by employees or otherwise create a hazard. Portable power tools must be grounded or double insulated. Do not cut the grounding lug off electrical plugs. All hand-held powered tools shall be equipped with a constant pressure switch that will shut off the power when the pressure is released. Defective tools and extension cords should be removed from service, tagged with a defective note and your supervisor notified.*

*Use a Ground Fault Circuit Interrupter on every extension cord that is tied into a sites temporary wiring system and/or used in a location subject to moisture.*

### **Powder-Actuated Tools**

- *Powder-Actuated tools operate like a loaded gun and must be treated with extreme caution.*
- *Only persons who have been trained and issued a permit are authorized to operate powder-actuated tools.*
- *Employees must wear suitable ear, eye and face protection.*
- *The correct powder level – high or low velocity – that is appropriate for the powder-actuated tool and necessary to do the work without excessive force shall be used.*
- *The muzzle end of the tool must have a protective shield or guard cantered perpendicular to and concentric with the barrel to confine any fragments when the tool is fired.*
- *All powder-actuated tools shall be inspected daily before use with defects being corrected prior to use.*
- *Tools shall not be left unattended and shall not be loaded until ready to use.*

### **LIBYA PETROL COMPANY Safety & Health Manual**

- *If the tool misfires, the user must hold the tool in the operating position for at least 30 seconds before trying to fire it again. If the tool still will not fire, the user must hold the tool in the operating position for another 30 seconds and then carefully remove the load in accordance with the manufacturer's instructions. The bad cartridge should then be put in water immediately after removal.*



- *Powder-actuated tools must not be used in explosive or flammable atmospheres.*
- *When using powder-actuated tools to apply fasteners, several additional procedures must be followed:*
  - ! *Do not fire fasteners into material that would allow the fastener to pass through to the other side.*
  - ! *Do not drive fasteners into very hard or brittle material that might chip or splatter, or make the fasteners ricochet.*
  - ! *Always use an alignment guide when shooting fasteners into existing holes.*
  - ! *When using a high-velocity tool, do not drive fasteners more than 3 inches from an unsupported edge or corner of material such as brick or concrete.*
  - ! *When using a high velocity tool, do not place fasteners in steel any closer than ½ inch from an unsupported corner edge unless a special guard, fixture, or jig is used.*

### ***Abrasive Wheels & Tools***

- *Grinder guards shall be kept in place. Employees must not remove guards unless the wheel of the grinder is protected by some other means.*
- *The operator must wear safety glasses or goggles and a face shield while operating this equipment.*

### ***Woodworking Tools***

- *All powered circular saws are required to be guarded, unless the operator is protected by a jig or fixture. Portable, power-driven circular saws shall be equipped with guards above and below the base plate or shoe. The upper guard shall cover the saw to the depth of the teeth, except for the minimum arc required to permit the base to be tilted for bevel cuts. The lower guard shall cover the saw to the depth of the teeth, except the minimum arc required to allow proper retraction and contact with the work. When the tool is withdrawn from the work, the lower guard shall automatically and instantly return to the covering position. ~ LIBYA PETROL COMPANY Safety & Health Manual*
- *Portable power saws must have a momentary switch that will release and shut off the tool when the operator releases the switch. The power control for table saws and crosscut saws must be within reach of the operator.*

### ***Electrical Safety***

- *Portable power tools must be grounded or double insulated. Do not cut the grounding lug off electrical plugs.*



- *Defective tools and extension cords are to be removed from service, tagged with a defective note and your supervisor notified.*
- *Do not tamper with temporary electric panels or attempt to splice into any cable.*
- *Portable electrical extension cord sets must have a third wire ground and must have a heavy duty jacket that is capable of resisting chafes and cuts. Heavy-duty cable is defined as types SJ, ST, SJT, SO, SJO, or STO.*
- *Employees, unless under the supervision of a licensed electrician, are required to allow a minimum 10 feet clearance for all live exposed electrical over 50 volts.*

### ***Housekeeping***

*Keep stored material out of walkways and stored at the sides of work areas. Do not store excessive amounts of material in the immediate work area. Clean up scrap in the work area daily Scrap wood should be removed from a building promptly to reduce fire hazards.*

### ***Respiratory Protection***

*When required, dust masks and respirators will be made available to employees who are capable of wearing them. LIBYA PETROL COMPANY controls respirator issue. LIBYA PETROL COMPANY ~ Safety & Health Manual Prior to being allowed to wear a respirator; employees must be medically cleared to wear one. LIBYA PETROL COMPANY will pay for this medical evaluation. After being medically cleared, employees will receive training in the proper selection of respirators, putting them on, proper adjustments, fit testing, use, maintenance, and limitations.*

### ***Blood borne Pathogens***

*Blood borne pathogens are microorganisms present in human blood that can cause disease in humans. These include, but are not limited to, the hepatitis B virus (HBV) and the human immunodeficiency virus (HIV).*

### ***Exposure Control Plan***

*The purpose of this Blood borne Pathogen Exposure Control Plan is to eliminate or minimize work related employee exposure to blood or other potentially infectious materials.*

### ***Exposure Determination***

*LIBYA PETROL COMPANY has evaluated all job classifications and determined that no employees within the company currently have responsibilities where they may incur work related exposure to blood or other potentially infectious materials at LIBYA PETROL COMPANY jobsites. This determination was made without regard to personal protective equipment.*



### **Methods of Compliance**

*Any employee who incurs an exposure to their skin or mucous membranes shall wash or flush those areas with water as appropriate and as soon as feasible following contact.*

### **Post-Exposure Evaluation and Follow-up**

*All work related exposure incidents involving blood or other potentially infectious material must be reported to LIBYA PETROL COMPANY. The source individual's blood shall be tested and documented after consent has been obtained in writing. If consent is not obtained, LIBYA PETROL COMPANY shall document that the legally required consent cannot be obtained. LIBYA PETROL COMPANY will also immediately offer a confidential medical evaluation and follow-up to any employee involved in the exposure incident who had contact with blood or other potentially infectious material. This evaluation and follow-up shall include:*

- Documentation of the routes of exposure and the circumstances under which the exposure occurred.*
- Identification and documentation of the source individual LIBYA PETROL COMPANY Safety & Health Manual*
- Collection and testing of the exposed employee's blood*
- Post-exposure protective and preventative medical treatment*
- Counselling*
- Evaluation of reported illnesses LIBYA PETROL COMPANY will ensure that the healthcare professional evaluating an employee after an exposure incident is provided the following information:*
  - A copy of the CLIENT blood borne pathogens regulation*
  - A description of the exposed employee's duties*
- Documentation of the routes of exposure and the circumstances under which the exposure occurred*
- Results of the source individual's blood test, if available LIBYA PETROL COMPANY shall obtain and provide the exposed employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.*



## **Work on Roofs**

*Inspect for and remove frost and other slipping hazards before getting onto roof structures. Use a safety harness system with a solid anchor point on steep roofs with pitch greater than 8:12 or if the ground to eave height exceeds 25 feet. Stop work on roofs when storms, high winds or other adverse weather conditions create unsafe conditions. LIBYA PETROL COMPANY Safety & Health Manual*

## **Disciplinary Action**

*LIBYA PETROL COMPANY is committed to providing our employees with a safe and healthy workplace. In order to enforce compliance with jobsite safety rules, regulations and procedures and to ensure that each employee is treated fairly, LIBYA PETROL COMPANY has established an employee disciplinary program. Each LIBYA PETROL COMPANY employee will be informed and trained regarding general and project specific safety requirements. This information will be communicated through employee meetings and new hire orientation. As a condition of employment, each LIBYA PETROL COMPANY employee will be expected to perform their assigned duties and tasks in a manner consistent with the project safety requirements. Observed violations by LIBYA PETROL COMPANY employees will be verbally corrected as a minimum. Written disciplinary notices and disciplinary actions up to and including termination will also be used for wilful or repeat safety violations.*

## **Procedure**

*Any LIBYA PETROL COMPANY employee observed violating a project safety rule, regulation or procedure will immediately be given a verbal warning and clearly instructed to correct the violations. LIBYA PETROL COMPANY will determine if the safety violation committed by the employee was due to ignorance, a misunderstanding or was a wilful or repeat action. If it is determined that the violation was committed due to ignorance or a misunderstanding, then retraining and other instruction shall be given and the matter closed without a written safety violation. For wilful and repeat violations, a determination will be made as to the seriousness of the violation and a written disciplinary notice will be issued. The disciplinary action will vary depending on the seriousness of the violation. A minor violation is defined as an unsafe act that is not likely to result in serious injury or significant property damage. Disciplinary actions for minor violations are as follows:*



***! First Notice – Retraining and instruction***

***! Second Notice – Three-day suspension without pay***

***! Third Notice – Termination***

*A major violation is defined as an unsafe act that is likely to result in serious injury or property damage. Disciplinary actions for major violations are at the discretion of LIBYA PETROL COMPANY and may involve retraining, suspension without pay, or termination depending on the circumstances. A major violation that is wilful and premeditated or a second major violation shall always result in termination of the employee. LIBYA PETROL COMPANY Safety & Health Manual.*

***Drug Testing***

*LIBYA PETROL COMPANY has implemented a policy on alcohol and substance abuse testing for all employees following an accident or based on reasonable cause.*

***Post-Accident***

*This policy requires drug testing following an accident that involves medical treatment beyond first aid of any person.*

*Employees who have been sent by LIBYA PETROL COMPANY for medical treatment other than first aid will be tested. Employees who cause, or may have caused, an injury to another person as a result of their actions will be tested. Guidelines similar to those used in CLIENT record keeping shall be used in distinguishing medical care from first aid.*

***Reasonable Cause***

*This policy requires alcohol and drug testing in situations where based on physical, behavioural, or performance indicators a reasonable person would suspect the person is using drugs, alcohol or is otherwise unfit for duty as determined by LIBYA PETROL COMPANY Health Manual LIBYA PETROL COMPANY Safety & Health Manual.*

***Employee Acknowledgement Form***

*I acknowledge receipt of this handbook. Furthermore, I have read, understand and agree to abide by all the instructions provided in it in order to provide a safe work environment for myself as well as my co-workers.*

PRINTED NAME:.....

DATE :.....

SIGNATURE :.....



## *(A) Libya Petrol Company Manpower Profile*

### **Manpower Supply Services**

*We can provide the client with Manpower Supply to cover the operation end users. Our Manpower is well selected according to high standard & job description requirement complying with Oil and Gas industries level.*



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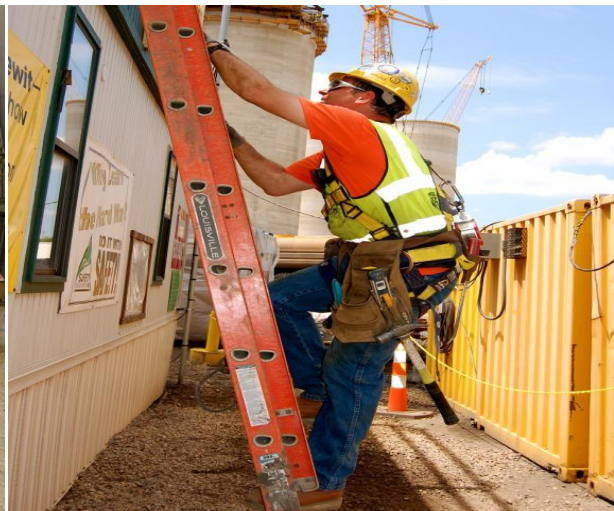
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## **Man Power Services**

*We can supply these crafts that we mentioned in table below please See the attachment.*

<b><i>Mechanical Engineers</i></b>	<b><i>Electrical Engineers</i></b>
<b><i>QA/QC Engineer</i></b>	<b><i>Civil Engineers</i></b>
<b><i>Maintenance Engineers</i></b>	<b><i>Mil technition</i></b>
<b><i>Auto CAD Draftsman</i></b>	<b><i>Computer programmer</i></b>
<b><i>Highline Electricians</i></b>	<b><i>Instrumentation Engineers</i></b>
<b><i>Heavy Vehicle Operators</i></b>	<b><i>Instrument Technicians</i></b>
<b><i>Folders</i></b>	<b><i>Riggers</i></b>
<b><i>Diesel Turbine Operators</i></b>	<b><i>Computer Hardware Engineer</i></b>
<b><i>Civil Inspectors</i></b>	<b><i>Mechanical Technicians</i></b>
<b><i>Carpenters</i></b>	<b><i>Sand Blaster</i></b>
<b><i>Surveyors</i></b>	<b><i>Steel Fabricators</i></b>
<b><i>Steel Fabricators</i></b>	<b><i>Tag Welders</i></b>
<b><i>Duct fabricators</i></b>	<b><i>Pipe Fitters</i></b>
<b><i>Arc welder</i></b>	<b><i>Mason &amp; Tile Setters</i></b>
<b><i>Field Safety officers</i></b>	<b><i>Painters</i></b>
<b><i>Skilled Labours</i></b>	<b><i>Plumbers</i></b>
<b><i>Isolator s</i></b>	<b><i>Crane operator</i></b>



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## *Uniform at Duty.*



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## **JOB DESCRIPTION.**

- *He will establish, in direct contact with Awjila General Management, all policies with regards to the following issues: budgeting, pricing, Purchasing, quality control, training, maintenance, personnel and human resources, production and service, logistics, customer satisfaction*
- *He will set up the high level standards of productivity, manpower & heavy equipment processing and service for each Client in the Libya area.*
- *He will responsible to organise Training and Orientation for the Staff employees..*
- *He will interact with the Head Office on the issues as: Administration, Employees' selection, Information system, Suppliers, Logistics, and all other issues concerning all Departments.*
- *He will report simulated economical previsions of costs and profit on the basis of first hand information;*
- *Receiving all the reports from Head Office and take the proper action;*
- *Be aware about all on-shore and off-shore activities;*
- *Responsible to recommend and identify new ideas and methods and to reflect these ideas in a plan and action format with complete detailed information;*
- *Responsible to keep the highest standards concerning manpower & heavy equipment service;*
- *Check all weekly schedules of camp boss and supervisors;*
- *Ensure the Team and employees motivations;*
- *Make interviews for recruiting new staff;*
- *Check attendance and follow up Senior Staff performance and take the right corrective action;*
- *Make the monthly meeting for the Head Office client;*

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## **JOB DESCRIPTION.**

### ***Principal Tasks.***

- *Responsible for all operational activities in the camp or rigs under his Supervision by coordinating all Senior and Junior Staff*
- . • *Respect of planned weekly monthly reports.*
- *Responsible for the behaviour of all Staff working in the area under his supervision;*
- *Receiving all the reports from camp or rigs and hand them to Area Manager;*
- *Follow LIBYA PETROL's policy and operations manuals to reach the high standard of customers;*
- *Responsible to recommend and identify new ideas and methods and to reflect these ideas in a plan and action format with complete detailed information.*
- *To report to work on duty on time according to the assigned schedule.*
- *Consistent "sense of urgency" to get the job done.*
- *To insure his team is fully briefed on LIBYA PETROL's activities, methods of service, all description and operational procedures;*
- *Responsible to keep the highest standards in his camps or site concerning to Libya petrol co. services.*
- *Attend all scheduled Training Program;*



- *Attend all meetings when required showing up on time and ready to discuss topics;*
- *Ensure the Team and employees motivations;*
- *Evaluate Staff performance and take the right corrective action;*
- *Make the daily briefing and the monthly meeting for his Staff;*
- *Make the daily briefing and the monthly meeting to his client;*
- *Inform the Operations Manager about all the camp/rigs activities and problems;*
- *Contact the Operations Manager for emergency cases;*
- *Make the daily reports and paperwork requested;*
- *Handle the customer's complaints;*
- *Follow all other LIBYA PETROL's rules and regulations not mentioned above.*



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## **Junior Staff Category:**

### **JOB DESCRIPTION.**

#### ***Principal tasks:***

- *Follow up the LIBYA PETROL's policy "The customer is always right" whatever happens.*
- *Attend all the meetings when required;*
- *Attend all scheduled Training Program.*
- *Be aware about all own activities;*
- *Follow all the highest Management instructions;*
- *Contact the Duty Manager in charge for emergency cases;*
- *Handle the customer's complaints following the proper steps;*
- *Get feedback from the client*
- *Inform immediately the Manager about any complain about our service*
- *Always behave according to the Company' policy;*
- *To report to work on duty on time and in proper uniform;*
- *Check the Bulletin board everyday;*
- *Greet the guests promptly and with smile;*

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- *Make sure manpower and equipment are working on client condition & requirements;*
- *To make sure that the Libya petrol co. supply is working properly;*
- *To make sure that all equipment & manpower to the customers are according to the standards concerning quality, presentation, and service;*
- *Consistent “sense of urgency” to get the job done;*
- *Check side work schedule and duties which are assigned by the supervisor;*
- *Follow all Client’s rules and regulations*





## **Manpower Supply.**



## **Human Resource**

*Human Resources is essential to corporate governance. Great HR teams multiply the effectiveness of your most valuable resources- people. You almost certainly have invested in experienced minds to guide your brand onward and upward- technical, marketing, and business minds that will help you avoid the business world's many pitfalls.*

*So, too, should you invest in experience in the realm of Human Resources? The reasons for HR's importance are countless, and vary depending on where in a company's organizational chart you fall. As a business leader, Human Resources is your greatest ally in recruiting, training, and retaining the best team possible. Here are three major ways that HR serves a vital purpose to company leadership:*

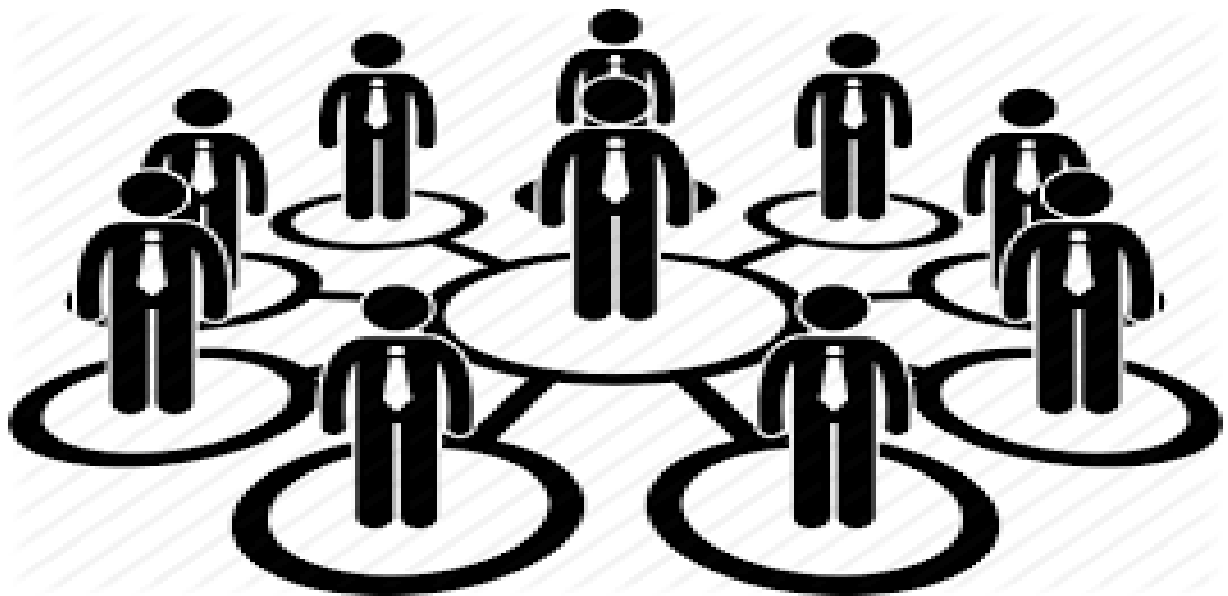
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## **1 LEADERSHIP & SKILL DEVELOPMENT**

*The best companies cultivate talent from within. To do that, you need an HR team that knows how to identify potential in new employees, and has experience in cultivating that potential to create future business leaders. At Libya petrol .co. we focus heavily on investing in your company's future leadership and technical prowess through talent management and skill development.*



## **2 NAVIGATING THE REGULATORY ENVIRONMENT**

*No matter how big or small your company is, regulatory compliance is a reality you'll have to face. The regulations that affect how a company hires, communicates, and compensates employees change constantly, and to stay abreast of these regulations is a full-time job in and of itself. When you're tasked with navigating a company to growth and success, you absolutely must have an HR partner you can trust to watch over your regulatory affairs.*

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### **3 BUILDING THE RIGHT TEAM**

*Heard of the LP.CO Principle? It states that 20% of your employees will demand 80% of your time as the company's leader. The concept has a name for a reason- it's a real problem that thousands of company presidents and CEOs face each day. If you fall into this trap at your company, you'll almost certainly fail to reach your goals. To prevent such a dire situation, you need a Human Resources team that is experienced in sourcing and recruiting qualified candidates who are a good fit for your company.*

*As you review the contents of this proposal, consider the points above, and how the peace of mind that comes with hiring an experienced firm to provide [Client] with HR services will allow you to focus on your main task- growing [Client].*



***WHEREAS*** the above mentioned parties wish to conclude an agreement regarding the rendering of contract labour by Libya petrol company contract workers (Contractors).

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***NOW THEREFOR THE PARTIES AGREE AS FOLLOWS:***

#### **4. REVOCATION OF PREVIOUS AGREEMENT**

*This agreement revokes and replaces any and all previous agreements of contract labour entered into between Libya petrol.co and the client and it is specifically recorded that the parties shall have no claims against each other based on such previous agreements.*

#### **5. EMPLOYMENT OF LIBYA PETROL . CO CONTRACT LABOUR**

*Libya petrol.co agrees to employ and supply contractors to the Client for as the Client shall deem this necessary from time to time.*

##### **1. DURATION**

*Notwithstanding the date of signature of this agreement by the parties, this agreement shall be deemed to have commenced on .....and shall terminate on ..... The Client shall however, be entitled to terminate this agreement earlier subject to the provisions of Clause below and Libya petrol.co agrees that it shall not be entitled to any claim for damages whatsoever should such earlier termination by the Client occur.*

*This Agreement may be renewed by the parties on its termination (on its expiry date) subject to terms and conditions as the parties may agree.*





## **2. TERMS AND CONDITIONS**

### **EMPLOYMENT OF LIBYA PETROL.CO CONTRACT LABOUR**

*Libya petrol.co agrees to employ any or all contractors presently utilized by the Client and supply such contractors to the Client for as long as the need exists should the Client deem this necessary.*

## **6. SUPPLY OF CONTRACT LABOUR**

- 5.1. Libya petrol.co undertakes to supply any contractors required by the client within 15 to 35 days of such order or at the earliest possible convenience should the specific requirement be of a more specialized nature.*
- 5.2. Any contract worker registered with Libya petrol.co supplied to the Client will be deemed to have all the necessary attributes, qualification and skill required by the client.*
- 5.3. All labour contracted out to the Client will have undergone a strict medical examination and will have been declared fit to work in an industrial environment, prior to starting work on the client's premises.*
- 5.4. All contract labour will report to the client dressed in overall, safety boots, goggles and safety gloves under specific conditions if so required by the client.*
- 5.5. Contractor will be supplied to the client within 15 to 35 days of an official request submitted by an authorized employee of the Client.*



- 5.6. *Any contract labourer who does not comply with the standards of the client will immediately be replaced at no extra cost to the Client.*
- 5.7. *No contract labour will be allowed to report for duty under the influence of drugs, liquor or any intoxicating substance.*
- 5.8. *No employee of libya petrol.co who has been blacklisted by the client will be allowed to enter or perform any duty on the premises of the client.*

## **7. PERMANENT EMPLOYMENT**

- 6.1. *The Client has the right to permanently employ any of libyapetrol.co's contract labourers under the following conditions.*
- 6.1.1. *Two week's written notice of intention to employ such contract labour must be given by the Client.*
- 6.1.2. *A 10.5% of the contract labourer annual wages will be charged to the Client on condition that such worker has been in the employ of libya petrol.co and supplied to the Client, under contract, for no less than six months.*
- 6.1.3. *Should these conditions not be met, a service fee of 18% of the contract labourer's annual wage will be charged to the Client at employment of such contract labourer.*



## **8.SUPERVISION**

- 7.1. *Although employed by libya petrol.co the Client has the right to oversee the actions of the contract labourers working at such Client and the contract labourer will carry out any legal instruction given to them by such supervisors.*
- 7.2. *The Client will provide a safe working environment for the contract labourers and will supply operational procedures to such contract labourers where this is deemed necessary.*
- 7.3. *Both libya petrol.co and the Client will ensure that their actions toward the contract labourers fall within the boundaries of fair labour practice.*

## **9.TERMINATION OF CONTRACT**

- 8.1. *Where a specific duration of the utilization of a contract labourer is not specified the Client will give 30 days notice in writing to libya petrol.co should they wish to terminate the services of any individual contract labourer or group of contract labourers.*
- 8.2. *45 days written notice must be given by either the Client or libya petrol.co should any of the two parties wish to terminate the total contract with each other.*



## **10.REMUNERATION**

- 9.1. The Client will fax, on a weekly basis any overtime, absenteeism, production bonus or alternative information to libya petrol.co for processing and accounting.*
- 9.2. libya petrol.co will submit an account, which will be attached to a copy of such timesheets to the responsible department for perusal and payment.*
- 9.3. Payment for services rendered must be made to libya petrol.co within 26 working days after completion of services and the presentation of the related Statement, unless alternative agreements have been made in advance.*
- 9.4. Interest of 10.5% per month will be charged on any account in arrears.*
- 9.5. The rates of pay to be received by each contract labourer will be agreed to between the Client and libya petrol.co*
- 9.6. The Client may, if so wishes, make provision for alternative benefits for the contract labourers on condition that these benefits are channelled to the contract labourers through their employer libya petrol.co*



## **11.COST PER HOUR PER CONTRACT LABOURER / UNIT COST**

10.1. *In response to the client's written request, which should include a job description, for one or more contract labourers, libya petrol.co will confirm in writing (by fax or otherwise) the particulars of the agreement between libya petrol.co and the Client for the duration of the particular contract.*

10.2. *Where a contract labourer is to be registered with a specific bargaining council, the Client will advise libya petrol.co accordingly and any alterations to the legal financial benefits related to such contract labourer will also be related by the Client to libya petrol.co*

10.3. *The rates for the contract labourers will be determined by the Client and libya petrol.co according to the classification / grade of work done.*

## **12.INCREASES**

11.1. *libya petrol.co will negotiate any increases with the Client on an annual basis. The date suggested is that which would fall in line with the date of the Client's annual increase for permanent employees.*

11.2. *Increases related to contract labour registered at a council will be determined by such council and such information will be forwarded to libya petrol.co by the Client.*

11.3. *Where a contract labourer is placed in a higher grade by the client as quoted for by libya petrol.co the Client will advise libya petrol .co as such to enable a wage adjustment to be made timeously.*



### **13. GENERAL**

*12.1. In case of injury on duty or sickness client will be totally responsible*

*12.1.1. client will be responsible for accommodation & food if client will not give Food & accommodation he will pay food & accommodation expense .*

*12.1.2. libya petrol.co will carry out all follow up correspondence with client in this regard.*

*12.1.3. Any additional requirements not mentioned in this regard will be implemented on mutual agreement between the Client and libya petrol .co*







## **14. INDEMNIFICATION AGAINST LIABILITY**

*13.1. It is the responsibility of libya petrol.co to be knowledgeable about the legislation collective agreements, and arbitrations affecting its employees and assumes that when a fee is determined for a contract labourer, and when libyapetrol.copany such a contractor, libya petrol.co will abide by these determinations.*

*13.2. In the event of a fine being imposed on, the Client, with regard to any libya petrol.co contract labourer placed with the Client, libya petrol.co indemnifies the Client and undertakes to make good any losses that the client might have suffered due to libya petrol.co, in respect of any of it's employees, contravening (knowingly or unknowingly).*

*a) any concluded collective agreement regulating terms and conditions of employment.*

*b) a binding arbitration award regulating terms and conditions of employment.*

*c) the Basic Conditions of Employment Act. 3 of 1983, as amended: and/or a determination made in terms of the Wage Act.*

*13.3. In turn the Client undertakes to ensure that no contravention of the Occupational Health and Safety Act . No 85 of 1993 orunfair labour practice occurs. The Client will take full responsibility should such an incident be found to have occurred on the Client's premises or at the hand of the Client or one of its employees.*

*13.4. In addition the Client will ensure that libya petrol.co is informed by the Client of any changes in rates of pay or benefits that directly influence the legality of this contract with reference to contract labourers working on the premises of the Client.*



## ***Manpower Rates***

<b><i>Manpower Trades</i></b>	<b>Rate per hours (Euro)</b>	<b>Rate per day Euro (8 hrs )</b>	<b>Per month rate(Euro)</b>	<b>Final rate Per hour</b>
<b><i>Mechanical Engineer</i></b>				
<b><i>QA/QC Engineer</i></b>				
<b><i>Civil Engineers</i></b>				
<b><i>Electrical Engineer</i></b>				
<b><i>Maintenance Engineer</i></b>				
<b><i>Auto CAD Draftsman</i></b>				
<b><i>Computer programmer</i></b>				
<b><i>Computer Hardware Eng</i></b>				
<b><i>Civil Inspector</i></b>				
<b><i>Scheduler</i></b>				
<b><i>Highline Electrician</i></b>				
<b><i>Instrumentation (Eng)</i></b>				
<b><i>Instrument Technicians</i></b>				
<b><i>Mechanical Technicians</i></b>				
<b><i>Heavy Vehicle (Operator)</i></b>				
<b><i>Field Safety officer</i></b>				
<b><i>Carpenter</i></b>				
<b><i>Sand Blaster</i></b>				
<b><i>Steel Fabricators</i></b>				
<b><i>Surveyor</i></b>				
<b><i>Tig Welders</i></b>				
<b><i>Pipe Fitters</i></b>				
<b><i>Duct fabricators</i></b>				
<b><i>Mason &amp; Tile Setters</i></b>				
<b><i>Painters</i></b>				
<b><i>Scafe Folders</i></b>				
<b><i>Plumber</i></b>				
<b><i>Skill Labour</i></b>				
<b><i>Rigger</i></b>				
<b><i>Diesel Turbine (Operators )</i></b>				
<b><i>Arc welder</i></b>				
<b><i>Multi welder</i></b>				
<b><i>Foreman</i></b>				
<b><i>Foreman piping</i></b>				
<b><i>Cook</i></b>				
<b><i>Electrician</i></b>				
<b><i>Auto electrician</i></b>				



## ***(B) Transportation & Rental Equipment***

### **Equipment Rental Terms & Conditions:**



### **INTRODUCTION:**

*Libya petrol co your Construction Equipment with confidence, we will provide what you need, when you need it, all the time. Our company service provides you with wide ranging solutions for all Construction Equipment situations you might encounter we backed up our commitment with 4 point guarantee! They are:*

- Client Satisfaction – we only supply world class equipment, serviced and ready for work on delivery.*
- Dependable Delivery – Construction equipment will arrive at your jobsite in prime condition 5 to 10 days of the agreed delivery time.*

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Email: [hamayonchoudry@gmail.com](mailto:hamayonchoudry@gmail.com)**

**Telephone NO:092 6262859  
091 1502619 , 091 3766271**



- *On Site Service – Our repair crew or replacement equipment will arrive at your site within 48 hours of call.*
- *Customer Service line – We have knowledgeable staff on call to solve all your equipment queries and concerns within the day.*
- 

*Leave all your equipment worries with us. Use your capital where it matters, not on equipment. Attached is a list of our satisfied clients for your reference.*

*Sincerely,*

*[company name : Libya petrol co.]*

*[company phone: [092 6262859 , 091 1502619 ]*

*[091 3766271 , 092 7603374]*

***MAKE YOUR CONSTRUCTION EQUIPMENT EARN FOR YOU!***

### ***The Problem:***

*Construction Companies and Owners know how capital intensive and prohibitive the industry is. The rising cost for materials, equipment, labor and the diminishing availability of construction projects has shrunk the profitability of the business. Construction companies need to be innovative and creative in using their assets and capital to survive the competition.*

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## ***Our Solution:***

*Simple – we'll help you maximize your Cash Flow, increase your profits, minimize balance sheet liabilities while decreasing your taxable income! Plus you'll get to use the best equipment available needed for every construction job you have, backed up by our services guarantee.*

*For an agreed upon rate of payment, our company will provide the equipment you'll need for your construction projects. Spend money on equipment only when you use it! No more spending much needed company funds or tying up valuable lines of credit to purchase capital construction equipments.*

*You can use this freed up cash lines for operation funds, company expansion, maximizing flexibility, strategic positioning, or retire long term obligations.*

*Because an equipment payment is an expense account, the liabilities entry for your balance sheet will not suffer, making investors and shareholders alike happy. More importantly, operational expenses, such as equipment lease expense, are tax deductible. This means more income for you and your company!*

*We offer flexible terms for your equipment leasing needs. We have Monthly, Weekly, even Daily Rates that are configurable to suit all your project requirements.*

*We can even assist in designing the payment structure to reconcile with your budget and cash flow. We also have flexible renewal options available. Just ask our helpful staff for all available options and solutions.*

*Renting your construction equipment from us is the innovative and cost effective business solution.*

*Give us a call for a quote on your equipment leasing requirements. Better yet, visit our office to view our top of the line construction equipments.*

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## ***Construction Equipment Rental:***

*THIS CONSTRUCTION EQUIPMENT RENT is entered into on [.....] by and between: [.....] hereinafter referred to as the “LIBYA PETROL CO.” and [.....] hereinafter referred to as the “client”*

*WHEREAS the Libya petrol co. is a duly and registered and licensed Construction Equipment Rental Company.*

*WHEREAS the Libya petrol co agree to rent the stated Construction Equipment/s described and identified below under the heading Details of Equipment for use at such location, for such Guaranteed Rental Period and at such rental rates as herein to the Libya petrol co.*

*NOW THEREFORE both parties bind themselves and agree as follows:*

### ***1. EQUIPMENT:***

*Libya petrolco. hereby rent to renr the following equipment:*

<i>Equipment</i>			
<i>Model/Make/SN</i>			
<i>To be at (location)</i>			
<i>Guaranteed rental period</i>			
<i>Value for Insurance</i>			



## **2. RENTAL PERIOD**

*Begin Date: [.....] End*

*Date: [.....]*

*The Rental Period shall cover all time consumed in transporting the equipment including the date of legal delivery to a carrier for transit to the client and return of the equipment including the date of legal delivery by such carrier to Libya petrol co.*

## **3. CALCULATION OF RENTAL CHARGES**

*3.1 MONTHLY RENTAL RATES: are for a period of one month 4 weeks (28 days), computed from the date of commencement of the rental period up to but not including the same date in the next calendar month and shall apply when the number of hours the equipment is operated in any one month does not exceed 200 (two hundred) hours.*

*3.2 WEEKLY RENTAL RATES: are for a minimum period of one week (7 days), from the day of commencement of the rental period up to but not including the same day in the following week and shall apply when the number of hours the equipment is operated in any one week does not exceed 50 (fifty) hours.*

*3.3 DAILY RENTAL RATES: are for a consecutive period of 24 (twenty four) hours or less which the number of hours the equipment is operated shall not 10 (ten) hours.*

*3.4 OVERTIME CHARGES: where equipment is operated in excess of the above stated hourly maxima, such excess shall be charge at. ([PERCENT OVERTIME 2TIME CHARGES]%).*



3.5 After the monthly or weekly rental period has expired, the rental payable for a fraction of any succeeding period shall be the proportionate part of the applicable rental rate according to the number of calendar days in such fraction.

3.6 Rental rates shall not be subject to any deduction for any non-working time during the rental period, nor because the client returns the equipment to LIBYA PETROL CO before the expiration of the Guaranteed Rental Period.

3.7 LIBYA petrol co. and client for themselves, their successors, executors, administrators and assigns, hereby agree to the full performance of the covenants herein contained.

#### **4. PAYMENT:**

Rentals payable under this Agreement shall be monthly when the rental is at a monthly rate, otherwise weekly, and in either case same shall be payable PAID IN ADVANCE at LIBYA PETROL CO.

Business Address without the need for prior demand or invoice. Rent is payable before delivery of equipment to the client or his/its agent or carrier and on succeeding monthly or weekly dates thereafter running from the date of delivery.

#### **4. LATE/OVERDUE CHARGES**

If any amount under this Agreement is more than [.....] days late, CLIENT agrees to pay a late fee of \$[LATE FEE]. Overdue payments shall bear an interest of ([INTEREST PERCENTAGE] %) per annum.





## **5. SECURITY DEPOSIT/BOND:**

*Prior to taking possession of the Equipment, client shall deposit with LIBYA petrol co, in trust, a Security Deposit/Bond in the amount of the value of the equipment as shown in the Details of Equipment as security for the performance by client of the terms under this conditions and for any damages caused by client or client's agents to the Equipment during the rent Term. Libya petrol co. may use part or all of the Security Deposit to repair any damage to Equipment caused by client or client's agents. However, Libya petrol co. is not just limited to the security deposit amount and client remains liable for any balance. client shall not apply or deduct any portion of any Security Deposit from the last or any month's rent. Client shall not use or apply any such Security Deposit at any time in lieu of payment of rent. If client breaches any terms or conditions of this Agreement, client shall forfeit any deposit, as permitted by law.*

## **7. DELIVERY:**

*client shall be responsible for all expenses and costs:*

*7.1 At the beginning of the rent Term, of the Equipment rent Agreement to client premises*

*7.2 At the end of the rent Term, of the Equipment back to Libya petrol co. premises.*

## **8. DEFAULT:**

*8.1 If client fails to perform or fulfill any obligation under this Agreement, client shall be in default of this Agreement. Subject to any statute, ordinance or law to the contrary, client shall have seven (7) days from the date of notice of default by Libya petrol co. to cure the default. In the event client does not cure a default, Libya petrol co. may at Libya petrol cooption:*

*8.1.1 cure such default and the cost of such action may be added to client,s financial obligations under this Agreement; or*



### **8.1.2 Declare client in default of the Agreement.**

*8.2 If client shall become insolvent, cease to do business as a going concern or if a petition has been filed by or against client under the Bankruptcy Act or similar federal or state statute, Libya petrol co. may immediately declare client in default of this Agreement WITHOUT NOTICE. In the event of default, Libya petrol co. may, as permitted by law, re-take possession of the Equipment. Libya petrol co. may, at its option, hold client liable for any difference between the RENT that would have been payable under this Agreement during the balance of the unexpired term and any rent paid by any successive client if the Equipment is re-let minus the cost and expenses of such re-letting. In the event Libya petrol co. is unable to re-let the Equipment during any remaining term of this Agreement, after default by client, Libya petrol co. may at its option hold client liable for the*

*balance of the unpaid rent under this Agreement if this Agreement had continued in force.*

## **9. POSSESSION OF EQUIPMENT:**

*client shall be entitled to possession of the Equipment on the first day of the Lease Term. At the expiration of the rent Term, client shall surrender the Equipment to Libya petrol co. by delivering the Equipment to Libya petrol co. or Libya petrol co. agent in good condition and working order, ordinary wear and tear excepted, as it was at the commencement of the Agreement.*

## **10. USE OF EQUIPMENT:**

*client shall only use the Equipment in a careful and proper manner and will comply with all laws, rules, ordinances, statutes and orders regarding the use, maintenance and storage of the Equipment.*





## **11. MAINTENANCE, OPERATION AND REPAIRS:**

**THE CLIENT DECLARES THAT HE OR ITS EMPLOYEES UNDERSTAND THE OPERATION OF THE EQUIPMENT.** *The client shall not remove, alter, disfigure or cover up any numbering, lettering or insignia displayed upon the equipment, and shall ensure that the equipment is not subjected to careless or needlessly rough usage, and shall at the client,s own expense, maintain and ultimately return to Libya petrol co. the equipment and its appurtenances in good repair and operating condition. Without limiting the generality of the foregoing, the client shall, at the client,s own expense, during the term of this rental pay the cost of:*

*11.1 All fuel, oil and lubricants required to operate the equipment.*

*11.2 All repairs and replacement parts including labor charges, required to be made to the equipment in order to keep it in good repair and running order.*

## **12. DAMAGE TO EQUIPMENT:**

*The client shall indemnify Libya petrol co. against all loss and damage to the equipment hereby obtained, during the rental period, based on the value of such equipment stated in the Details of Equipment. Libya petrol.co shall give notice to the client as soon as possible of any claim of Libya petrol co. under this paragraph. In addition, the obligations of this Agreement shall continue in full force and effect through the rent Term.*





### **13. INDEMNIFICATION:**

*Except for damages, claims or losses due to Libya petrol.co acts or negligence, client to the extent permitted by law, will indemnify and hold Libya petrol c. and Libya petrol co. property, free and harmless from any liability for losses, claims, injury to or death of any person, including client, or for damage to property arising from client using and possessing the Equipment or from the acts or omissions of any person or persons, including client using or possessing the Equipment with client express or implied consent.*

### **14. INSPECTION:**

*Before the equipment is loaded for transit to the client the client may require an inspection thereof made by a competent authority, and if the equipment is proven not to be substantially in the condition required by this Agreement, the cost of the inspection shall be paid by Libya petrol co.*

*If the client fails to have such an inspection made, the equipment shall be presumed for all purposes hereof to be in good condition and running order when delivered to the client or his agent.*

*Libya petrol co. shall have the right at any time to enter upon the premises or place where the equipment is located and shall be given free access thereto and afforded all necessary facilities for the purposes of inspecting the equipment.*

*Upon return of the equipment, Libya petrol co. will, at the client expense (payable on demand), complete a Return Inspection, an oil change if deemed necessary by Libya petrol co. necessary filter changes and lubrication.*

### **15. INSURANCE:**

*The client shall at his/its own expense, provide insurance in the name of Llibya petrol co. and client in an amount satisfactory to Libya petrol co. (including loss-payable and loss of use endorsements) against liability for bodily injuries*

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*including death and or property damage arising from all use of the equipment and to protect*

*Libya petrol co against all loss of or damage to the equipment to the value stated in the Details of Equipment. Insurance shall be in effect from delivery date to date of redelivery to Libya petrol co. Proof of Insurance shall be delivered to Libya petrol co. prior to delivery date and on all renewal dates.*

## **16. OWNERSHIP:**

*The Equipment shall remain the exclusive property of Libya petrol company.*

## **17. ASSIGNMENT:**

*The client shall not be entitled to assign any of his/its rights under this Agreement or in or to any of the equipment hereby rented without the written consent of Libya petrol co. previously obtained in writing, but Libya petrol co. shall be entitled to assign its rights hereunder and to any of the equipment hereby rented subject to the observance by the assignee of all the obligations of Libya petrol co. hereunder.*

## **18. LIENS:**

*The client shall not at any time suffer or permit any charge or lien, whether possessively or otherwise, to exist against the equipment, and shall keep the equipment free of all taxes (including Municipal Taxes whether assessed in the name of Libya petrol co. or client ) liens and encumbrances.*

*If the client fails after demand of Libya petrol co. to pay off any such lien charge or encumbrance, Libya petrol co. may pay the same and recover the amount of any such payment, with interest at 15% per annum from the client on demand.*



## **19. BINDING EFFECT:**

*The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the heirs, legal representatives, successors and permitted assigns of the Parties.*

## **20. GOVERNING LAW:**

*This Agreement shall be governed by and construed in accordance with the laws of the State of Libya.*

## **21. NOTICE:**

*Any notice required or otherwise given pursuant to this rental Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service to the respective Parties addresses above stated unless otherwise specified in writing by either party.*

## **22. WAIVER:**

*The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. The acceptance of rent by Libya petrol co. does not waive Libya petrol co. right to enforce any provisions of this Agreement.*

## **23. ENTIRE AGREEMENT:**

*the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified only in writing and must be signed by both Libya petrol co. and client .*

*IN WITNESS THERE OF the parties here to have caused this Agreement to be duly executed on their behalf by a duly authorized representative as of the date first set forth above.*



## **(C) Libya Petrol Company Projects Profile**

### **OUR MISSION DEFINES WHAT WE SET OUT TO DO EACH DAY:**

*Libya petrol company is:*

*L.P.C safely deliver any project, in any environment on time and within budget to benefit our customers, shareholders, employees and the communities we serve.*

*L.P.C develop into a highly profitable and sustainable construction company.*

*L.P.C be guided by strong executive leadership with the emphasis on consistent quality as a key operational objective, supported by efficient operational, administrative and financial systems and teams LIBYA PETROL*

*COMPANY aims to provide high quality construction solutions by adhering to sound ethical business principles and practices: L.P.C Providing customers with 'value for money' construction and development solutions L.P.C Advance positive social change through social investment L.P.C Incorporating environmental protection issues in corporate and private construction projects.*

*L.P.C Ensure customer satisfaction L.P.C Sound ethical principles L.P.C*

*High quality guaranteed workmanship L.P.C Instill Health & Safety practices*

*L.P.C Responsibility to the environment*

### **HSE POLICY:**

*At LIBYA PETROL COMPANY we believe the protection of the environment is an important element of our corporate culture and that no process is so important that we can not find a safe, healthy and environmentally sound way of carrying out our projects. When constructing projects in environmentally sensitive areas, such as critical dunes or wetlands, we work with local agencies to ensure strict enforcement of all applicable laws, ordinances, and directives. We routinely segregate construction waste for recycling when applicable on project job sites. LIBYA PETROL COMPANY is committed to providing work places which are safe, healthy and friendly environments where safe working practices are insisted upon. We want everyone to encourage responsible behavior and to contribute positively to seeking safer and more productive ways to work.*

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## **OUR SERVICES:**

*A broad-based civil engineering and construction company, L.P.C provides a comprehensive range of construction and related services. These are briefly shown below.*

### ***Our commitment to a sustainable future:***

*We believe that our future depends on the perfect balance between achieving our Company growth targets and the contribution that we can make to the socio-economic and environmental development of the communities in which we operate. To reach this goal, we apply the principles of sustainable development in our everyday work, making it a key part of our positioning on the global market. Our projects lead us to work all over the world, to meet different cultures and come face to face with different needs. We aim to meet the expectations of everyone we deal with: governments and authorities in host countries, local communities, clients and partners, shareholders and employees. All of whom have their own histories and cultures, with their own values and needs. Creating shared value for all our stakeholders is our greatest challenge – one that we pursue every day by fostering the growth and integrity of our employees, ensuring the satisfaction of our shareholders, aiming to deliver excellence for our customers, caring for local communities and looking Sustainability after the environment. Our Sustainability Policy is a formal declaration of our commitment to all our stakeholders. Its aim is to provide a solid grounding for the day-to-day actions of people, in line with our core*

*values. We also participate in the United Nations Global Compact, a worldwide initiative bringing together organizations committed to respecting ten universally recognized principles on human rights, labor, the environment and anti-corruption. Through our Sustainability Report, we commit to publishing a full and transparent annual assessment of our business performance in view of the results achieved on social, environmental and governance issues. The report documents how we work and how we create value, by linking ethical principal*

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## **LAND SURVEYING & TOPOGRAPHY:**

*Libya petrol co. has its own team of qualified surveyors who are fully equipped with total stations, dumpy levels and theodolites. We have undertaken projects ranging from residential buildings to large scale farms and road surveys.*

## **CIVIL WORKS:**

*Civil works encompass a large field and as a multi-disciplined construction company, Libya petrol company has many years of experience in the successful execution of earthwork and concrete works. From upgrading parking lots to a concrete pavement, to the construction of various multi-story office blocks, warehouses, factories, to the erection of portal structure's.*

## **MACHENICAL WORKS:**

*mechanical works encompass a large field and as a multi-disciplined construction company, Libya petrol company has many years of experience in the successful execution of mechanical and erection works. From upgrading plants maintenance, to the construction of various multi-story office blocks, warehouses, factories, oil fields to the erection of portal structure's.*

## **ELECTRICAL INSTALLATIONS:**

*Libya petrol co. provides electrical installations and the maintenance of overhead low-voltage and high - voltage power lines. Due to the increasing demand for renewable energy, Libya petrol co. has invested heavily in this sector and off errs a full turnkey service. Electrical works are predominantly for the private sector.*

## **DESIGN AND DRAFTING SERVICES:**

*Libya petrol co. produces layout designs and as-built diagrams for clients for a variety of construction projects, from floor-design drafting to road construction.*



## **A quality-focused Group:**

*Throughout the world, wherever we work, we follow the principles of quality, safety and respect for the environment. To back up our commitment, we were the first Italian company in the construction sector – and one of the biggest companies in the world – to adopt a triple certification system:*

## **STAFF:**

*We believe that our employees provide the most value to the company. Libya petrol co. operates on the team concept and our many skilled and experienced staff and field team members have established a standard of excellence that is well recognized in the construction industry.*

*Our office staff include highly trained and experienced business, engineering and technical experts who provide oversight and support for each project. This team concept is the basis for our hands-on, pro-active approach which helps us to produce the most important results of every job to our client's satisfaction.*

## **MACHINERY AND EQUIPMENT:**

*We have an extensive fleet of machinery and equipment including the following:*

*Excavators*

*Graders and Rollers*

*Low Bed trucks Crew Trucks*

*Crane*

*Trucks*

*Transit Mixers*

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## **(D) Libya Petrol Company Material Supply:**

### ***Mission:***

*Our mission is to become an efficient and effective supplier, supplying any office environment and satisfying any company with solutions to stationery, cleaning chemicals, electrical components, IT Equipment. We intend on offering our clients the ultimate in satisfactory service, economically viable and competitive prices yet never compromising on our quality. Commitment, loyalty and integrity are few core values that will help us realize our mission and build key relationships with our clients.*

### ***Vision:***

*We intend on becoming an all-encompassing business supplier by: - Exceeding customer's expectations by understanding their business. - Providing competitive and cost effective solutions combined with new technology and innovation. - Providing first class service being customer centric focused.*

### ***Values:***

*To achieve our goals, we adhere to: - Friendly Customer Care - Deliver Professional Service - Good Quality Products - Keep Customers updated with specials and new item ranges*

### ***Introduction:***

*Libya petrol Suppliers is a well-established supplier, supplying corporate companies and government with a complete office solution L.P.C Suppliers has a Level 1 status. L.P.C has more than 15 years' experience in marketing, management and accounting industries.*

### ***Services and Products:***

*Services and products include the supply of general office stationery, computer consumables; office related machinery, furniture, electrical components, chemicals, cleaning chemicals and oil fields all kind of materials. L.P.C Suppliers objective is to render a service of supply and strategically approach and service companies in the corporate sector.*

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***Our service expectations will be met through:***

- *local material delivery within 48hrs*
- *30 day from date of statement credit facility*
- *Skilled and competent workforce*
- *Competitive pricing structures to suite your requirements*
- *Monthly Special Promotions*
- *Full manufacturing guarantee*



## ***(E) Libya petrol co. camp, catering services.***

### **Services:**

*Libya petrol Catering has been at the cutting edge of the industry since its establishment. We provide outstanding standards, cost effective services to Clients across a diverse range of industries. Our Business lines vary from providing services to up market Club owners, to Remote camp operators, where in most of them, a turnkey service is delivered covering quality catering, eye to detail housekeeping, hygienic janitorial, smart reception staffing, prompt maintenance services and reliable qualified labour & equipment supply*

- 1 Facilities Management*
- 2 Catering Services*
- 3 Camp Management*
- 4 Offshore and Remote from immediate reach Management*
- 5 Kitchen Design & Equipment Supply*
- 6 Housekeeping, Janitorial & Laundry Services*
- 7 Landscaping & Maintenance*
- 8 Equipment Supply*

### **Our Heritage:**

*Libya petrol co. Services & Foodstuff has been operating since 2002. We are one of the longest established local Catering company in the in Libya. Our rich heritage and history gives us a strong foundation. After a period of consolidation, the Company is now launching new growth initiatives.*

### **Our Future:**

*It is our goal that Libya petrol co. will lead the development and diversification of Libya oil services by retaining well trained and highly motivated employees, providing top quality services, achieving the highest levels of customer satisfaction, and becoming a partner of choice for international operators*

### **Steps for Success:**

*Our first objective is to create a supportive working environment, where all our staff are motivated, enthusiastic, and well-trained This enables us to consistently exceed the expectations of our customers who will, as a result, return to our businesses repeatedly and encourage others to visit us. This level of customer loyalty will create the financial results that will satisfy our owners*

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## **PROFILE:**

*With Libya oil & gas field wide presence, Libya petrol co. can deliver services on a sole supply or regional basis. Our objective is always to deliver customer satisfaction whilst participating in Clients' commercial target achievements. Libya petrol co. is in the business of satisfying client's needs with single, unified, all-inclusive complete service solutions. We list below some of our key strengths for the successful execution of projects:*

## **Capabilities:**

*Our capabilities have been developed through years of experience providing support solutions for the most difficult, fundamental catering and related problems facing our clients. Offering regional reach with local experience, Libya petrol co. Catering capabilities are focused on the issues most important to our clients.*

## **Local Knowledge:**

*The technically qualified staff and detailed knowledge required to successfully develop and implement various projects. Our staff members proposed to engage in a given project are carefully selected based on their maturity, experience, knowledge and ability to effectively communicate with our Customers.*

## **Technical Abilities:**

*A resource of highly qualified professionals unsurpassed in its depth of experience and knowledge. Such experience substantially sensitizes our team to the vigorous service demands of the institutional and environmental demands.*

## **Management Follow up:**

*Regular scheduled and surprise visits of Libya petrol co. Catering management to sites and to the Client's Management premises for the purpose of control and staff motivation. Consistency of standard levels is asessed and feedback reviews are undertaken.*

## **Quality and Choices:**

*Quality control is carefully monitored by high-standards, by our specialized People in the various Catering and related Services requirements.*



## ***Principal Activities :***



## ***Staff Facilities and Cafeterias:***



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## ***General production kitchen:***



## ***Keep clean storage:***







<b>FIRST CLASS MENU</b>			
	<b>BREAKFAST</b>	<b>(SATURDAY ) LUNCH</b>	<b>DINNER</b>
1	Pank cake ,	arabic soup +varied vagatable soup	peas soup
2	Olives, cheese,montela. Tomatoes picjle	bernia potatoes puret frien withpeanut	grilled fish (kabab consisting of cubicalwithb onion peper and tomatoes
3	Eggs.omlate by order	baba ghannuj slad+ green salad	chinies salad
4	Hot or Cold Milk	beaf meat 200 g with vagetable carrots onion turnip	Rice
5	Bread, butter, honey, jam	blas rice (with lever,almonds, and raisins)	brerad
6	Tea, Coffe with Milk	bread	cold drink+water
7	corn flex	cold drink +water	jelly with fruit
8	Pank cake	seasonal friut	
<b>( SUNDAY )</b>			
1	korn flax	arabic Soup+lentil soup	mushroom soup
2	Olives, cheese, tuna .Tomatoes, pickle	carrottournet sweety	white rice (with calm peppered rice)
3	Eggs.omlate by order	tahina salad +baladi salad with onion	green salad
4	Hot or Cold Milk	dice cubesbrowncurrwith vagetable potatoes omiom	chcken 200 g fried
5	Bread, butter, Jam. Honey	rizi bizi (rice with concassia tomatoes and peas)	bread
6	Tea, Coffe with Milk	bread	cold drink+water
7	Pank cake	cold drink+water	cream caramel
	boil eggs	seasonal friut	
<b>( MONDAY )</b>			
1	pan cake	Arabic soup +potatoes soup	vagetable soup
2	Olives, cheese fool,Tomatoes. Pickle	roasted potatoes boom freet	frish kernals ( log slices of dough plus tomatoes sace minced meat)
3	Eggs.omlate by order	green slad +fried eggplant and zuchini salad	tahina salad
4	Hot or Cold Milk	shish kababmeat andminced meat	peace of meat
5	Bread, butter, Jam honey	Arabic pasta with small piece of meat	bread
6	Tea, Coffe with Milk	bread	cold Drink+water
7	peanut	cold drink+water	malfi with sugar ,chocolate jam
8	tost	seasonal friut	
<b>(TUESDAY )</b>			
1	English cake	arabic soup+peas soup	onions soup
2	Olives, cheese, chocolate.Tomatoes	ratatouille group of vagetable sweety plus tomatoes carrot romi eggplant	pizza
3	Eggs by order amlate	green salad	chinies salad
4	Hot or Cold Milk	slices of the rotary trap	stick meat cow



5	Bread, butter, Jam, honey	rice in the greek manner (peppered rice,pieces, green peas,romi pepper)	bread
6	Tea, Coffe with Milk	bread	cold drink+water
7	Pan cake	cold drink+water	eclair chocolate
8	boil eggs	seasonal friut	
<b>(WEDNESDAY)</b>			
1	korn flax	arabic soup+mushroom soup	tomatoes soup
2	Olives, cheese, tuna.Tomatoes,pickle	'bernia potatoes puret frien withpeanut	rice
3	Eggs.omlate by order	baba ghannuj slad+ green salad	green slad
4	Hot or Cold Milk	fried chicken 300 g	escalope betlo napolitain )escalope bania ordinary napolitain sauce aded at the end )
5	Bread, butter, Jam	spygatty pasta minced meat	bread
6	Tea, Coffe with Milk	bread	cold drink+water
7	boil eggs	cold drink +water	jelly fruit
8	Pank cake	fruite seasonal	
<b>(THURSDAY)</b>			
1	pan cake	arabic Soup +peas soup	cerrot soup
2	Olives, cheese, candy, tuna ,pickle	carrottournet sweety	kontaki
3	Eggs(on order)	tahina salad +baladi salad with onion	baladi salad with onion
4	Hot or Cold Milk	beaf meat 200 g with vegetable carrots onion turnip	beaf 200 g
5	Bread, butter, Jam.honey	rizi bizi (rice with concassia tomatoes and peas)	bread
6	Tea, Coffe with Milk	bread	cold drink+water
7	boil eggs	cold drink+water	pastry
8	peabut, bank cake	seasonal friut	
<b>(FRIDAY)</b>			
1	korn flax	Arabic soup+ royal soup	arabic soup
2	Olives, cheese, peanuts. Tomatoes pickle	lyonnaise potaoes ring of sweety potoes with onion ring	BBQ grills ( shish kabab, shisk taoo , meat of sheep feathers
3	Eggs boil	varied salad cucumber salad tomatoes saladletuce salad	zuchini salad + green salad
4	Hot or Cold Milk	lamb meat 200 g fried	yellow ricw (rice with saffron or cream
5	Bread, butter, Jam, honey	kuskusi with cooked vegetable	bread
6	Tea, Coffe with Milk	bread	cold drink+water
7	eggs omlate by order	cold drink+water	pie with coconut
8	Pank cake	seasonal fruit	



<b>SATURDAY</b>		<b>SECOND CLAS MENU</b>		
<b>BREAKFAST</b>		<b>LUNCH</b>	<b>DINNER</b>	
1	Englis link cake	Chicken Soup	cream soup dovlaa	
2	Olives, cheese,candy. Tomatoes	Spaghetti Bolognaise	pasta with spinach	
3	Eggs.omlate by order	chicken brest	Fish tagine	
4	Hot or Cold Milk	french fries/potato	potato	
5	Bread, butter, Jam	salad	salad	
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	sweets	
7	juice tang etc		Seasonal fruit /juce/water/bread	
<b>SUNDAY</b>				
1	korn flax	Vegetable Soup	chicken soup	
2	Olives, cheese, tuna .Tomatoes	Rice with vegetable sauce	Pasta with Butter and cheese	
3	Eggs.omlate by order	sauteed Vegetables	green beans	
4	Hot or Cold Milk	beef	steek	
5	Bread, butter, Jam. Honey	french fries/potato	salad	
6	Tea, Coffe with Milk	salad	Seasonal fruit /juce/water/bread	
7	juice tang etc	Seasonal fruit /juce/water/bread		
<b>MONDAY</b>				
	pan cake	Arap soup	Vegetables soup	
1	Olives, cheeseTomatoes. Peanuts	rice with cary	Penne with tomato sauce	
2	Eggs.omlate by order	Saute Vegetable	beef	
3	Hot or Cold Milk	chicken brest	french fries/potato	
4	Bread, butter, Jam	potato	salad	
5	Tea, Coffe with Milk	salad	Seasonal fruit /juce/water/bread	
6	juice tang etc	Seasonal fruit /juce/water/bread		
<b>TUESDAY</b>				
1	Englis link cake	cauliflower soup	Fresh Fish Pepper Soup	
2	Olives, cheese, chocolate.Tomatoes	chinese rice	pasta napolitan	
3	Eggs.omlate by order	Fish tagine	borek cheese	
4	Hot or Cold Milk	Saute Vegetable	fried chicken	
5	Bread, butter, Jam	french fries/potato	salad	
6	Tea, Coffe with Milk	salad	sweets	
7	juice tang etc	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread	
<b>WEDNESDAY</b>				
1	korn flax	chicken soup	Soup carrots	
2	Olives, cheese, tuna.Tomatoes	Rice with raisins	pasta with suce tuna and Olives	
3	Eggs.omlate by order	chicken tagine	beef	
4	Hot or Cold Milk	potato	french fries/potato	
5	Bread, butter, Jam	salad	salad	
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread	
7	juice tang etc			
<b>TUESDAY</b>				
1	pan cake	Vegetable Soup	cream soup dovlaa	
2	Olives, cheese, candy	Rice with vegetable sauce	pasta with spinach	
3	Eggs(on order)	sauteed Vegetables	Fish tagine	
4	Hot or Cold Milk	beef	potato	
5	Bread, butter, Jam.honey	french fries/potato	salad	
6	Tea, Coffe with Milk	salad	sweets	
7	juice tang etc	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread	
<b>FRIDAY</b>				
1	korn flax	Areab soup	Fish soup	
2	Olives, cheese, peanuts. Tomatoes	CousCous and lamb	pasta with Mushrooms	
3	Eggs	lamb with suce	fich	
4	Hot or Cold Milk	Stuffed Peppers	french fries/potato	
5	Bread, butter, Jam	salad	salad	
6	Tea, Coffe with Milk	soft drink	Seasonal fruit /juce/water/bread	
7	juice tang etc	Seasonal fruit /juce/water/bread		



### Weekly Menu 3

	BREAKFAST	LUNCH	DINNER
1	Englis link cake	Chicken Soup	cream soup dovlaa
2	Olives, cheese,candy. Tomatoes	Spaghetti Bolognaise	pasta with spinach
3	Eggs.omlate by order	salad	salad
4	juice tang etc	french fries/potato	potato
5	Bread, butter, Jam	sweet	sweets
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread
1	korn flax	Vegetable Soup	chicken soup
2	Olives, cheese, tuna .Tomatoes	Rice with vegetable sauce	Pasta with Butter and cheese
3	Eggs.omlate by order	salad	salad
4	Hot or Cold Milk	beef	steek
5	juice tang etc	french fries/potato	Seasonal fruit /juce/water/bread
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	
1	pan cake	Arap soup	Vegetables soup
2	juice tang etc	rice with cary	Penne with tomato sauce
3	Eggs.omlate by order	Saute Vegetable	beef
4	Hot or Cold Milk	salad	salad
5	Bread, butter, Jam	potato	Seasonal fruit /juce/water/bread
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	
1	Englis link cake	cauliflower soup	Fresh Fish Pepper Soup
2	Olives, cheese, chocolate.Tomatoes	chinese rice	pasta napolitan
3	juice tang etc	salad	borek cheese
4	Hot or Cold Milk	Saute Vegetable	sweets
5	Bread, butter, Jam	french fries/potato	salad
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread
1	korn flax	chicken soup	Soup carrots
2	Olives, cheese, tuna.Tomatoes	Rice with raisins	pasta with suce tuna and Olives
3	Eggs.omlate by order	chicken tagine	beef
4	Hot or Cold Milk	salad	salad
5	juice tang etc	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread
6	Tea, Coffe with Milk		
1	pan cake	Vegetable Soup	cream soup dovlaa
2	Olives, cheese, candy	Rice with vegetable sauce	pasta with spinach
3	Eggs(on order)	sauteed Vegetables	sweets
4	juice tang etc	salad	potato
5	Bread, butter, Jam.honey	french fries/potato	salad
6	Tea, Coffe with Milk	Seasonal fruit /juce/water/bread	Seasonal fruit /juce/water/bread
1	korn flax	Areab soup	Fish soup
2	Tea, Coffe with Milk	CousCous and lamb	pasta with Mushrooms
3	Eggs	lamb with suce	french fries/potato
4	Hot or Cold Milk	soft drink	salad
5	Bread, butter, Jam	salad	Seasonal fruit /juce/water/bread
6	juice tang etc	Seasonal fruit /juce/water/bread	



## ***(F) Libya petrol co. camp cleaning services***

### ***1. WE MEAN CLEAN!***

***About us :***

***2. About Us We identified an opportunity to introduce new innovative technology to the cleaning industry. Our approach is based on tested processes, methods, and skilled employees. This is how we ensure that the customer receives a detailed, professional and consistent level of quality in the services delivered. We are full of wisdom and experience both in business and the cleaning industry. We aim to provide a quality service each and every time at the best price guaranteed! This is how we continue to grow our client base on a monthly basis. We supply cleaning services to a mix of commercial clients, from daily cleaning for large corporates to smaller businesses requiring less frequent cleaning. Our services include but not limited to;***

***Our services:***

#### ***(a) Daily Office cleaning***



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**(b) Carpet deep cleaning,**



**(c) Hard Floors (Tile, Vinyl, Stone, Brick)**



**(d) Move in /Out Cleaning**



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*(e) Window and High rise beam cleaning*



*(f) weekly spray*





### **3 About Us**

#### **□ Our Mission**

**□ Provide our customers a level of service unequalled in the cleaning industry.**

**□ Develop an organisation that will encourage all people to prosper and grow to their full potential.**

**□ Protect the health and safety of all our people.**

#### **□ Our Vision**

**□ We strive to become the leading cleaning service provider in the industry**



***4. We use the leading cleaning technologies available in the industry. 30-minute carpet drying times with the Orbit SprayBorg & ENVIRON HP ® products. Environ with HP is our exclusive green encapsulation cleaner that will attain tremendous soil extraction, faster dry times, delayed re-soiling, and a healthier environment for homes and commercial settings From an ecological stand point, The Orbit™ truly supports a healthy green environment. Its unique low-moisture system consumes 10 times less the amount of water and requires little or no use of chemicals opposed to traditional floor cleaning methods. Our hands-on approach to personal service means we work closely with our clients to: •Meet their expectations •Ensure consistently high cleaning standards •Available to perform the task 24/7 at your convenience By honing in on your problem areas, we can help you decide what services you need frequently and which can be done less often. We are also happy to come in to handle one job, like a hygiene service, if that is all your business requires. What makes us different***

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***5. Our Services Daily Cleaning Periodical Cleaning Special Cleaning Segment cleaning •Carpet & Upholstery Cleaning •High rise Windows •High rise beams and ceilings •Basement cleaning •Parking Areas •Daily Vacuum Cleaning •Floor cleaning •Ablution Facilities •Office Equipment •Boardrooms •Emergency Cleaning •Event Cleaning •Stripping and sealing of floors •Corporate Offices •Retail Shopping Malls •Places of Worship •Educational Institutions.***



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**Insurance policy:**

we will make insurance of our all kind of acids to save our work place and all kind of jobs.

**Work experience:**

*Dear Sir,*

*We, the Libya petrol Co. for services for onshore and offshore oil company; we would like to inform you that we have contract with all of the following companies direct or indirect :*

- + Dawo Company Construction Engineering*
- + Wintershall BASF Group*
- + Pessing oil services*
- + Ferrostaal Industrieanlagen Gmbh*
- + Zuetina oil company*
- + Vectco Aibel UK Ltd*
- + Jaslo Oil & Gas Exploration Co.*
- + Weatherford Company*
- + OMV Exploration & Production Ltd.*
- + Nabors Drilling International Limited*
- + Ensing International Services co.*
- + Rasco with petrolcomet services co.*
- + Arabian Gulf oil company.*
- + Harouge oil operations with Ferrostaal*
- + Halliburton*
- + Sarir oil operations*

***Note:***

*We will wait for your good response & highly thanks for your well come*