



Al Shefar Group



Joint Venture Agreement

Alshahm security company for security services LTD; Registration No. 157, located in Iraq- Baghdad-alkarkh – al Hussein district represented by Mohammed myaser mohammedsalih Iraqi passport (A16159170) valid to 07/24/2027; authorized for the purpose of this Joint Venture Agreement (hereinafter referred to as "Party A").

Alshafar group oil and gas services, trading general contraction and recycling Iraqi business number TIKIT:047 located in Erbil –empire royal apartments A7-18, represented by qahtan Kareem khalf Iraqi passport (A7996827) valid to 15/02/2023 authorized for the purpose of this Joint Venture Agreement (hereinafter referred to as "Party B").

Both the Parties have voluntarily agreed the following Terms & Conditions:

1. **Good Faith:** Both Parties have made this Agreement with good fair trust to build the long-term Business relationship;
2. **Co. operation:** Both Parties have fully cooperate & coordinate each other to successfully run the joint venture Business work efficiently;
3. **Fairness:** Both Parties agreed to withstand fairly on the above terms and conditions without any gross violations in any way;
4. **Duration of Agreement:** This Agreement is valid initially for ten (10) years from the date of its execution and automatically renewed subject to both party's willingness.
5. **Project nature:** both parties agreed to work / cooperate/ and invest in different areas and fields of projects such as : security , engineering services , transportation , oil refinery , constriction , manufacturing and recycling etc.;
6. **Profit sharing Methodology:** to be decided case by case;
7. **Payment Terms:** the payment of any benefit for both parties should be done once the project or the deal has been successfully completed/ delivered to concerned Client and full amount has been received from the client concerned immediately by Cheque/Cash as per the most convenience of both parts Within 15 working days' maximum;
8. **Role of both Parties:** The both Parties or his Representative shall be responsible to prepare the following quality Business Documents such as:
 - a. **Direct contact**
 - b. **Necessary documents to make the due diligence for each contact and deal**
 - c. **Business Development Plan**

Initials Party B:

Initials Party A:



d. Feasibility Study Report



9. **Procedure:** The parties agree to enter into this Joint venture to structure various stages of different Cooperation modules in the global
10. **Standards:** The parties shall strictly follow the international standards or bench marks, parameters in preparing the Business or Project Documents including International Financial Reporting System (IFRS) standards to deliver the quality documents acceptable to any Banker/Financial Institution/Private Institutions/Governmental Institutions etc.;
11. **Project Records:** The 2nd Party or his Rep. shall maintain and update all the records including Customers, Projects, P&L etc., in a fair and transparent manners and will be open to 1st Party's review/audit at any time with a short notice;
12. **Termination of Agreement:** This Agreement will be terminable by both the Parties with a notice period of 3 months and settled all the transactions, money matters, pending works, projects, Accounts etc.;
13. **Key reasons for Termination of Agreement:**
 - a. Not withstand fairly on the above agreement written terms;
 - b. Not cooperation and coordination each other;
 - c. Raising un-necessary doubts/problems etc.;
 - d. Not settle the payments on time;
 - e. Not maintain the transparency, integrity and honesty;
 - f. Creation of un-necessary problems/litigations directly/indirectly;
 - g. Not doing the business following the Business Ethics;
14. **Doubt/Misunderstanding:** Any doubt, or misunderstanding arises between the both Parties at any stage, this shall be settled by mutual understanding with facts & figures. No 3rd Party's involvement will be entertained;
15. **Right to Add/modification:** Both parties have right to add, delete or modify any clause/condition in this Agreement with mutual written understandings to make the Agreement more perfect

Initials Party B:

Initials Party A:



Associates constituting Party B

Signed by: qahtan Kareem khalaf
alshefar CO. For Oil Service
and General Contracting

date: 23 / 6 / 2021



Associates constituting Party A

Signed by: Mohammed myaser
Alshahm CO. for security service LTD.

date: 23 / 6 / 2021

Initials Party B:

Initials Party A:



Al Shefar Group

Cotracting, General trading, Recycling & Oil services

Company Profile

A brief introduction to Al Shefar Group

2021

Company Profile

A brief introduction to Al Shefar Group

General Overview

AL-SHEFAR Company is an Iraqi company located in Erbil. It was established with our customer in mind to serve the increasing needs of organizations for services and supplies. ASC is part of the comprehensive service capabilities and experience of the AL-SHEFAR Company LLC (Iraq). The two companies formed this entity with the intention of providing innovative business solutions, products and services to the United Nations, Iraqi government and the private sector alike, as well as in other countries around the world. Specializing in services such as instruction, engineering, oil & gas, power & electricity, General supplies as well as plastic recycling and medical supplement. ASC brings together an energetic and diverse management team, who's many collective years of experience and Knowledge in these industries enables us to offer efficient and cost elective solutions to meet the most complex challenges, particularly those of our Iraqi clients

Our Focus

With our focus being the long term client relationship and our goal being to exceed client expectations, our commitment to quality workmanship, exceptional customer service and a safe work environment is unsurpassed.

This commitment, along with our vast experience, resources and past performance, makes ASC the smart choice in an ever-changing Iraq.

The core engine that drives the company is fueled by one single idea: "If we don't take care of our customers, someone else will." This mantra has been the guiding light to deliver quality products at the most competitive prices, right on time, right at your door stop.

Company Profile

A brief introduction to Al Shefar Group

Overview of AL-SHEFAR Capabilities

- ★ Supplying medical equipment/ medicine
- ★ The production of various asphalt mixes for road construction works
- ★ Build and maintenance of roads and bridges
- ★ Build out of sidewalks and curbs (Stone anguish and casting)
- ★ Planning and implementation of sewage systems
- ★ Construction of complete drinking water projects and water purification systems
- ★ Provide industrial waste recycling services
- ★ Supply and install power plants
- ★ Installation and maintenance of power transmission lines
- ★ Power and generator installation and maintenance
- ★ Engineering, implementation & maintaining waste water distillation facilities
- ★ Engineering & maintaining sedimentation basins and intensification equipment
- ★ Operation and maintenance of manufacturing and recycling plants
- ★ Construction of commercial buildings and common housing units
- ★ Manufacturing of T-walls and bricks
- ★ Oil and gas supply & Oil refinery construction
- ★ Turnkey modular housing solutions
- ★ Life support services, and all general supplies
- ★ Waste oil recycling

Company Profile

A brief introduction to Al Shefar Group

Road Works

Al Shefar has completed many local road projects over the past several years utilizing our local plants and on-staff subject mater experts.



Company Profile

A brief introduction to Al Shefar Group

Asphalt Plants

AS produces various asphalt mixes for road construction works. Plants are located on AL SHEFAR owned property and house multiple purpose equipment, trucks, and labor.



Company Profile

A brief introduction to Al Shefar Group

Concrete Plant

Al Shefar produces various concrete mixes and materials for different purposes.

Plants are located on AL SHEFAR owned property and house multiple purpose equipment, trucks, and labor.

- **T-walls**
- **Jersey barriers**
- **Colorado barriers**
- **Texas barriers**
- **HESCO barriers**

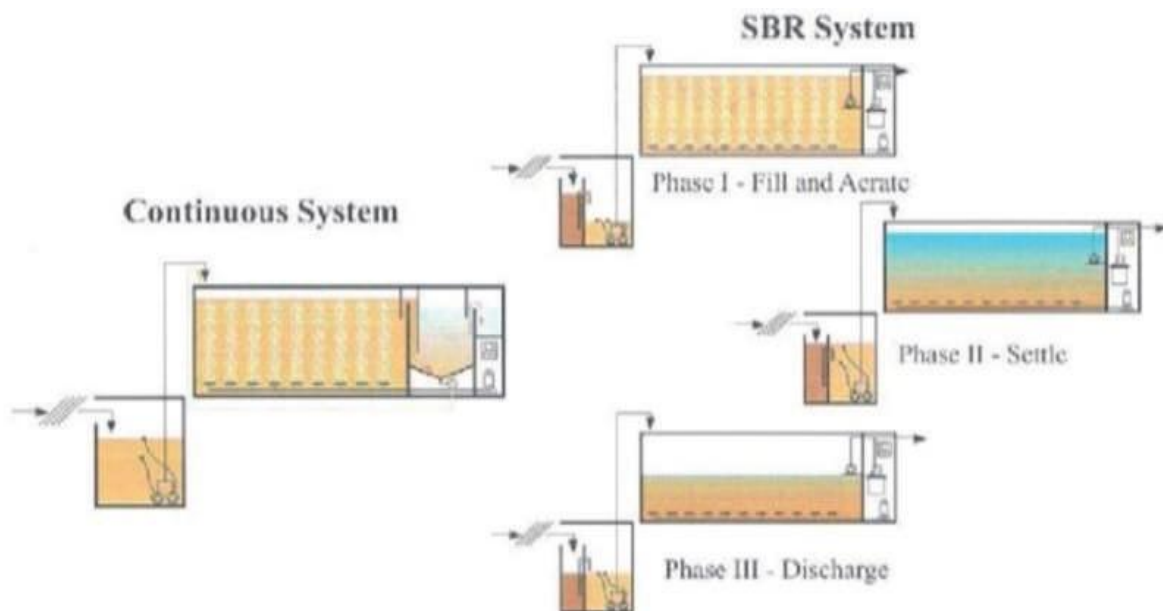


Company Profile

A brief introduction to Al Shefar Group

Water Purification Systems

AL SHEFAR understands the importance of all the machinery and equipment required to successfully implement water purification projects with the capacity of filtering drinking water from 50m³/h to 250m³/h.



Company Profile

A brief introduction to Al Shefar Group

Waste Water Distillation Facilities

AL SHEFAR has the capability to implement and plan distillation facilities in cities ranging from thousands to millions.

Sedimentation Basins and Equipment Intensification

AL SHEFAR works with several manufacturers that import equipment specifically for the purpose of removing mud and foam within the Sedimentation basins wastewater distillation plants.



Highlights of these Installations

- ◆ Low level of noise without smell is requirement for smaller installations.
- ◆ Produces the lowest percentage of mud which requires less maintenance.
- ◆ Lowest cost for installation

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Power and Electrical

AL SHEFAR has the capability:

- To process, install & maintain various types/sizes of machinery that generate electric power.
- The capability to process, install and maintain power transmission lines.
- The ability to develop studies and plans for the delivery of electricity to all areas of Iraq and determine the extent of citizen consumption.



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A brief introduction to Al Shefar Group

Manufacturing and Recycling

AL SHEFAR is one of the first Iraq companies contracted to start a recycling program that includes paper, plastic, metal and rubber. In addition, AL SHEFAR renovated electrical appliance that were resold at local markets at affordable prices.

Al Shefar Company is a pioneer in recycling for electric devices, metallic ,plastic materials and this progress offer jobs to many Iraqi labor that they developed and qualified to do their work in a perfect way.

Recycling include bring the materials to company site, separating it, renew and maintains what can be use from it, then sell it in local market which is provide it in low prices.

Also transposition the metallic materials to Iraqi factories such as Erbil steel factory.



Company Profile

A brief introduction to Al Shefar Group

Construction

AL SHEFAR has a proven record of construction and general contracting within Iraq.

We have completed many different projects for both the Iraqi government and the US government.

Our team of engineers and skilled workers make our work successful regardless of the project size.



Oil Refinery

Al Shefar has the ability to deliver technician, experts and manpower to set up oil refinery in order to produce oil derivatives with different capacities in different Iraqi cities. This will give us the ability to bid the best service whenever it is in Iraq according to Iraqi Investment Law.



Company Profile

A brief introduction to Al Shefar Group

Transposition, Installing Generators & Providing Construction Materials



Company Profile

A brief introduction to Al Shefar Group

Waste Oil Recycling

Millions of liters lubricating oil is sold in Iraq each year. While few engines burn oil completely, others like motor vehicle engines and machinery produce large volumes of used oil that can be reclaimed and reused.

Disposing of used oil in a wrong way has the potential to pollute land, water and infrastructure, so we need to recover and recycle as much of it as possible. Consider that it takes only one liter of oil to contaminate one million liters of water and a single automotive oil change produces 4 to 5 liters of used oil.

Al Shefar is one of the few companies in Iraq that has the availability of recycling of waste oil.



Company Profile

A brief introduction to Al Shefar Group

Engineering Services

Our company performs all necessary inspection, examinations and tests in accordance with the Scope of Work, Engineering Design, Specifications and referenced Codes, and maintains inspection records and compiles all QA/QC documents for final turnover.

1. X-Ray and Gamma Ray
2. Thickness Measurement
3. Coating Thickness
4. Dye Penetrate test
5. Hardness Measurement
6. Visual Inspection
7. Vibration Meter & Vibration Analyzer
8. Ultrasonic Test
9. Magnetic Particles
10. Holyday Detector
11. Metal Analyses
12. Vacuum Box
13. Pneumatic Test
14. Lift and Rope of Lift
15. Detector of Radiation

Company Profile

A brief introduction to Al Shefar Group

Engineering Services

Our Company has the technical abilities to provide the following services:-

Routine and annual inspection and certification of the following and issue the relevant certificates

- a. Industrial trial Boilers (Fire & Water Tube).
- b. Power Plant High Pressure Boilers.
- c. Pressure Vessels (Tower, Drums, and Reactor) Industrial Thick Wall Pressure vessels.
- d. Special Storage Tanks for Oil and Gas Industry.
- e. Storage Tanks (Fixed, Floating Roof & Cryogenic) for Oil & Gas Industry. Also Big Capacities for Water Storage
- f. Oil & Gas Pipelines (Small & Large Dia. 48" . 56"- 60" etc.).
- g. Water Piping & Pipelines.
- h. Inspection of Coating of buried Pipe work.
- i. Piping Systems (Process & Utility).
- j. Relieving Systems including Safety & Relief Valves.
- k. Rotary Equipment (Pumps & Compressors).
- l. Electrical Rotary Equipment (Turbines, Motors, Generators, etc).
- m. Cathodic Protection Systems & Equipment.
- n. Corrosion Monitoring Systems & Equipment.
- o. Fire Fighting, & Fire Detection Systems & Equipment.
- p. Any Other Item in mater relating to Safety
- q. Microstructure Test

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Test of coating in Tank



Hardens Test (HT) GRP pipe



Hydrostatic Test

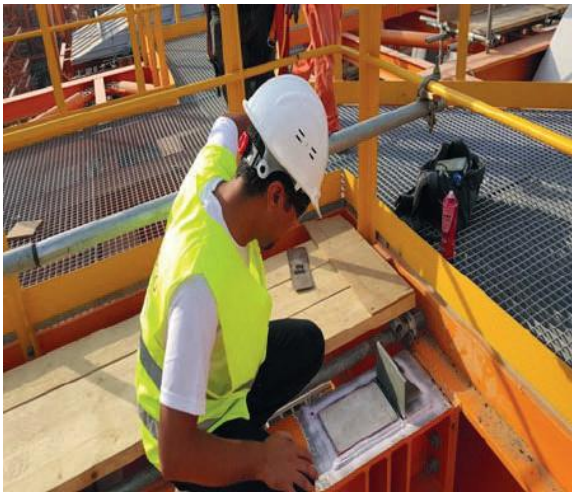
Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Analyzer material test (PMI)



Liquid Penetration test (PT)

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Gama Ray (RT)

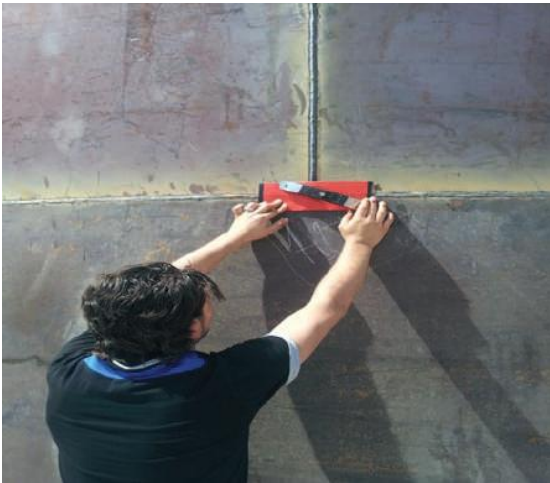


X-Ray (RT)

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



X-Ray Film (RT)



Number and Letter of Film (RT)

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



X-Ray Pipe Line Crawler (RT)

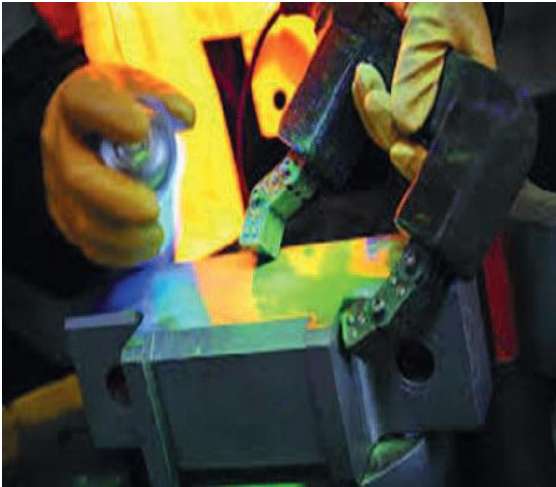


Number and Letter of Film (RT)

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Magnetic Particulate Test (MT)



Read Heat Treatment Chart

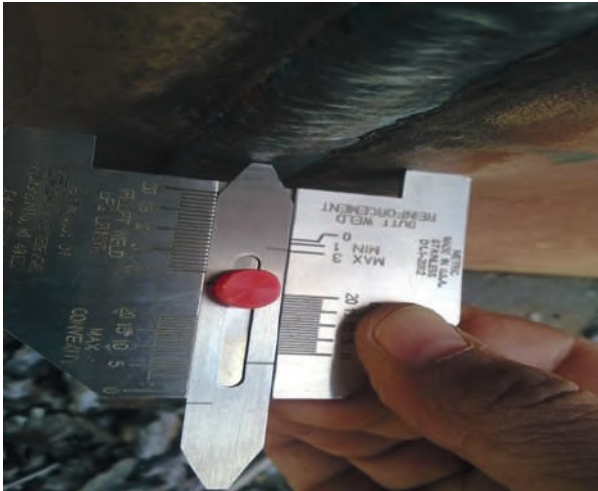
Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Visual Inspection (VT)



Visual Inspection (VT)

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Ultrasonic Test (UT)



Thickness Test

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Vacuum Box

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Lift and Rope of Lift



Vibration Meter & Vibration Analyzer

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Holiday Detector



Pneumatic Test

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Inspection concrete ultrasound device



Core Concrete Test

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Making concrete samples examined



Inspection concrete in laboratory

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Rebar steel inspection



Company Profile

A brief introduction to Al Shefar Group

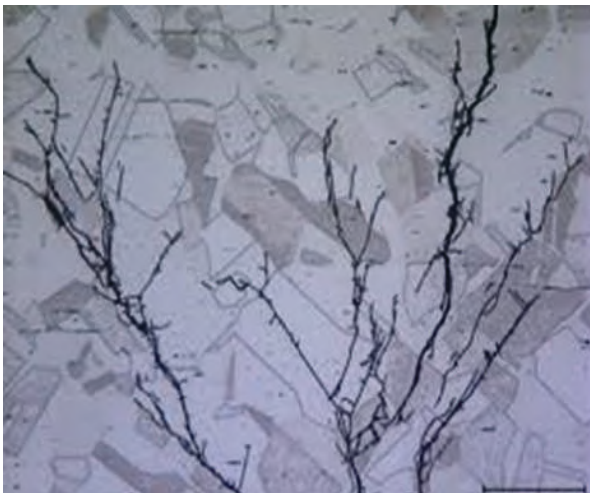
Engineering Services



Grinding and Polishing



Microscope



Stress corrosion crack



Carped gatherings

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Catholic Protection Systems & Equipment.



Corrosion Monitoring Systems & Equipment.

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Radioactivity detection devices



Radioactivity detection devices

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Radioactivity detection devices



Company Profile

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Engineering Services



Radioactivity detection devices



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Engineering Services



Radioactivity detection devices



Company Profile

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Engineering Services



Radioactivity detection devices



Company Profile

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Engineering Services



Inspection in oil wells



Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Inspection Flow Line of Oil



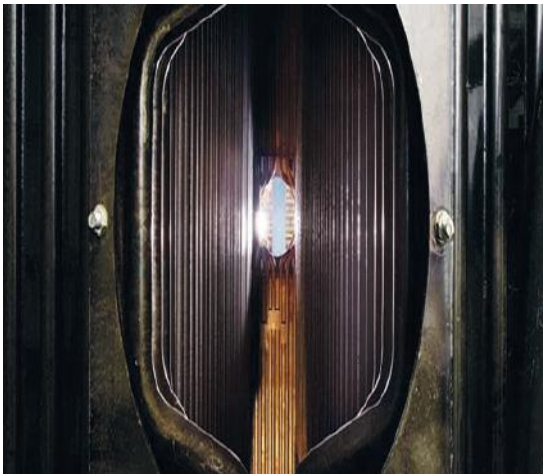
Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Enter Connecting Piping



Boiler

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Tanks



Tanks

Company Profile

A brief introduction to Al Shefar Group

Engineering Services



Nuclear waste



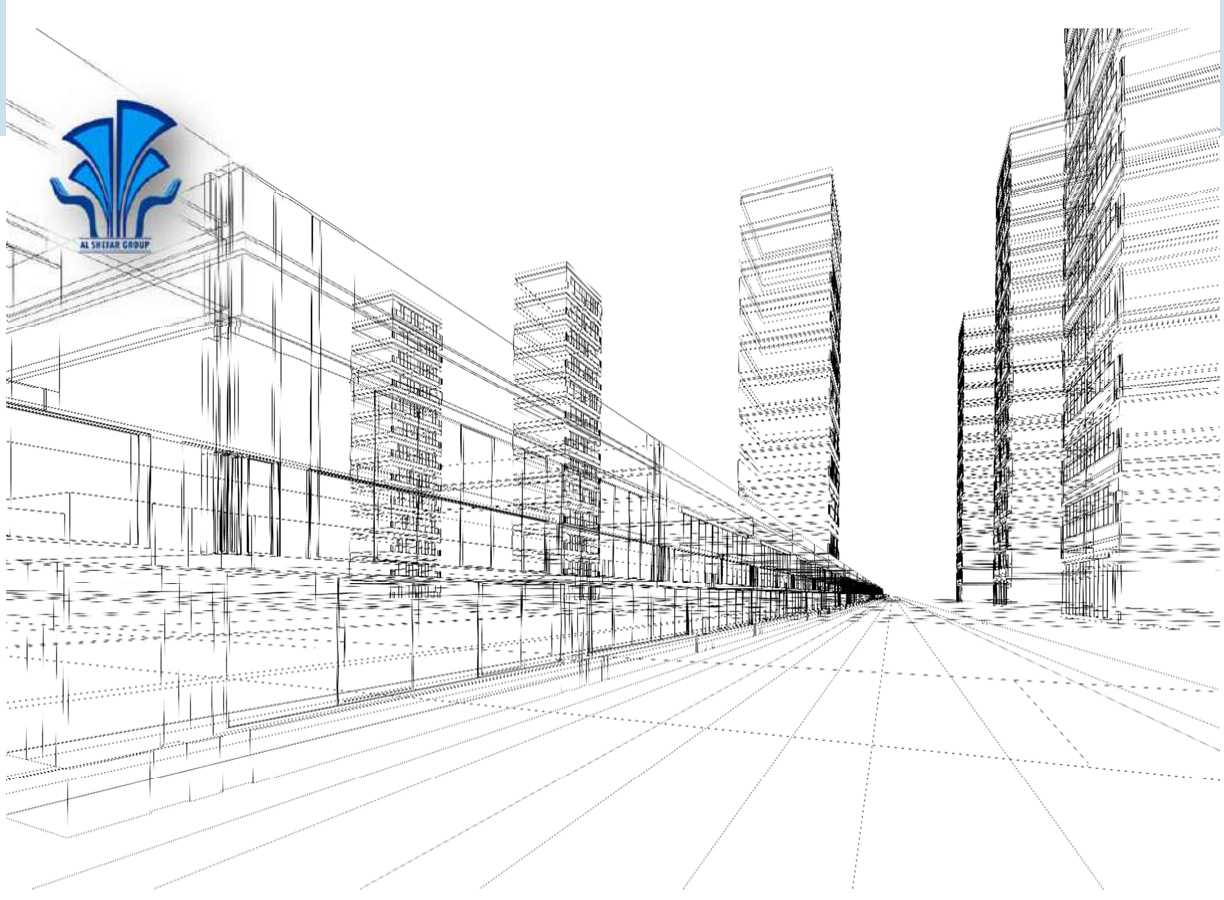
Inspection after burying nuclear waste

Company Profile

A brief introduction to Al Shefar Group

Public Transportation Services





AL SHEFAR GROUP COMPANY
General Trading Contracting
Oil Services & Waste Recycling



General Overview

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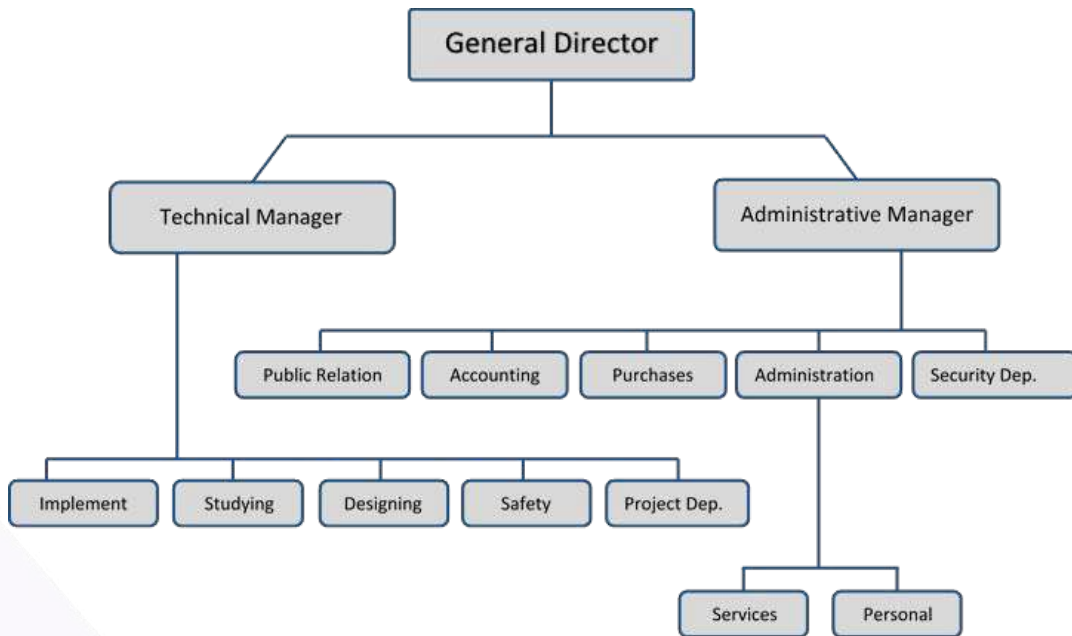


Overview of Al Shefar Capabilities

- Supplying medical equipment/ medicine
- The production of various asphalt mixes for road construction works
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- Build out of sidewalks and curbs (Stone anguish and casting)
- Planning and implementation of sewage systems
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- Provide industrial waste recycling services
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- Power and generator installation and maintenance
- Engineering, implementation & maintaining waste water distillation facilities
- Engineering & maintaining sedimentation basins and intensification equipment
- Operation and maintenance of manufacturing and recycling plants
- Construction of commercial buildings and common housing units
- Manufacturing of T-walls and bricks
- Oil and gas supply & Oil refinery construction
- Turnkey modular housing solutions
- Life support services, and all general supplies
- Waste oil recycling



Organizational Chart





STAFF

No.	Specialization	No. Of Person	Experience
1	Director of Administration	1	10 Years
2	Legal consultant	1	40 Years
3	Accountant	1	13 Years
4	Administrative	4	2 - 30 Years
5	Doc. control Manager	1	7 Years
6	I.T Manager	1	3 Years
7	H.R Manager	1	14 Years
8	HSE Manager	1	12 Years
9	HSE supervisor	6	1-10 Years
10	Construction Manager	1	15 Years
11	Civil Engineer	3	5-20 Years
12	Electrical Engineer	5	1-50 Years
13	Mechanical Engineer	6	1-33 Years
14	Architecture Engineer	2	5 Years
15	Surveyors	6	3-11 Years
16	Logistics Manager	4	10-33 Years
17	Operator	8	2-9 Years
18	Work supervisor	10	1-7 Years
19	Welder	6	5-24 Years
20	Skilled workers	150	1-25 Years
21	Driver	85	1-25 Years





EQUIPMENT'S

FACTORIES			
1	Waste Recycling Factory		
2	Concrete Factory 120/H		
VEHICLES			
No.	Vehicle Type	Vehicle Name	No. Of Vehicles
1	Land Cruiser	Toyota	6
2	Pick Up Diesel	Toyota	4
3	Pick Up	Toyota	2
4	Pick Up	Nissan	1
5	Coaster Bus	Toyota	3
6	Mini Bus	Nissan	1
7	Ambulance Vehicle	Ford	1
EQUIPMENT'S			
No.	Vehicle Type	Vehicle Name	No. Of Vehicles
1	Excavator	Hitachi	2
2	Excavator	Caterpillar	1
3	Grader	Caterpillar	2
4	Crain 75ton	Kato	1
5	Crain 50ton	Kato	1
6	Self-Loader	Hino	2
7	Shovel	Kawasaki	4
8	Shovel	Caterpillar	3
9	Truck Mixer	Mercedes	7
10	Truck Mixer	Scania	5
11	Dump Track	Mercedes	4
12	Dump Track	Scania	8
13	Dump Truck Trailer	Mercedes	10
14	Loader Track	Mercedes	3
15	Water Tanker	Mercedes	4
16	Half Lorry	Kia Bongo	3
17	Rubber Compactor	Kawasaki	4
18	Rubber Compactor	Sakai	2
19	Steel Compactor	Kawasaki	3
20	Bobcat	Bobcat	2
21	Fork Lift	Hitachi	6
22	Electrical Generator 600 Kva	Perkins	1
23	Electrical Generator 250 Kva	Perkins	2
24	Welding Machines	-	4



AL SHEFAR GROUP Co.

COMPANY PROFILE





EQUIPMENT'S





EQUIPMENT'S





Water Purification Systems

AL SHEFAR understands the importance of all the machinery and equipment required to successfully implement water purification projects with the capacity of filtering drinking water from 50m³/h to 250m³/h.





Manufacturing and Recycling

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Also transposition the metallic materials to Iraqi factories such as Erbil steel factory.





Waste Water Distillation Facilities

AL SHEFAR has the capability to implement and plan distillation facilities in cities ranging from thousands to millions.

Sedimentation Basins and Equipment Intensification

AL SHEFAR works with several manufacturers that import equipment specifically for the purpose of removing mud and foam within the Sedimentation basins wastewater distillation plants.



Highlights of these Installations

- Low level of noise without smell is requirement for smaller installations.
- Produces the lowest percentage of mud which requires less maintenance.
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Millions of liters lubricating oil is sold in Iraq each year. While few engines burn oil completely, others like motor vehicle engines and machinery produce large volumes of used oil that can be reclaimed and reused. Disposing of used oil in a wrong way has the potential to pollute land, water and infrastructure, so we need to recover and recycle as much of it as possible. Consider that it takes only one liter of oil to contaminate one million liters of water and a single automotive oil change produces 4 to 5 liters of used oil. Al Shefar is one of the few companies in Iraq that has the availability of recycling of waste oil.





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Concrete Factory 120/H





Asphalt Plants

AS produces various asphalt mixes for road construction works. Plants are located on AL SHEFAR owned property and house multiple purpose equipment, trucks, and labor.





Earth Work & Prevision of Well Pad





Earth Work & Prevision of Well Pad





Earth Work & Prevision of Well Pad





ISO Certificate

CERTIFICATE OF REGISTRATION



This is to certify that the Quality Management System of
Al-Shefar Group for Trading, General Contracting,
Commercial Agencies, Waste Recycling and Oil Services (L.L.C.)

Manawi Basha, Near Manawi Basha Hotel, Basra -Iraq

TNV Certification UK certifies that the Management System of the above organization
has been audited and found to be in accordance with the requirements of
the management system standard detailed below:

STANDARD

ISO 9001 : 2015

For the following Scope

"Trading, General Contracting, Commercial Agencies, Construction, Roads, Railways,
Airports, Bridges, Tanks, Irrigation, Mechanical & Electrical Works,
Catering, Waste Recycling, Oil Services"

Certificate Number : 1808180030121
Issue Date: 18th Aug. 2018
Valid Until: 17th Aug. 2021
1st Surveillance on or before 18th Aug. 2019
2nd Surveillance on or before 18th Aug. 2020

Signature of Alka Jasooja



Alka Jasooja
Director
TNV Certification UK Ltd.
Regd. Off: Armstrong House, First Avenue, Robin Hood Airport, Doncaster, South Yorkshire, England, DN9 3GA,
United Kingdom
Mail: info@tnv.uk.com



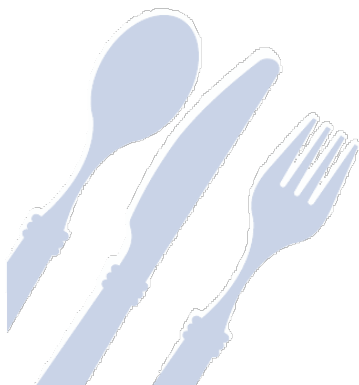
Certificate can be verified on Accreditation Board website: www.abcab.org and on CAB's website
www.tnv.uk.com
TNV Certification UK Ltd is a Conformity Assessment Body as per requirement of ISO 17021 and meet the requirement of all Mandatory
Documents of International Accreditation Forum for the Management System Certification Schemes.
In the issuance of this certificate, TNV Certification UK Ltd. assumes no liability to any party other than to the Client, and then only in
accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organisation maintaining their system
in accordance with TNV's requirements for systems certification organisation maintaining their system in accordance with TNV's
requirements for systems certification.

The certificate remains the property of TNV Certification UK Ltd., to whom it must be returned upon request.

TNV UK TNV UK TNV UK

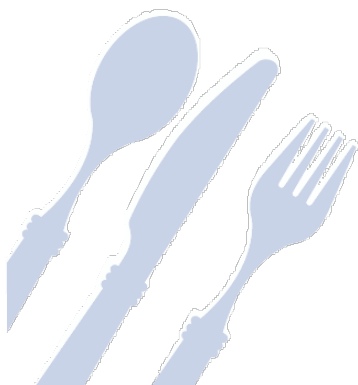


Restaurant Work For Department Army Personnel - 2009



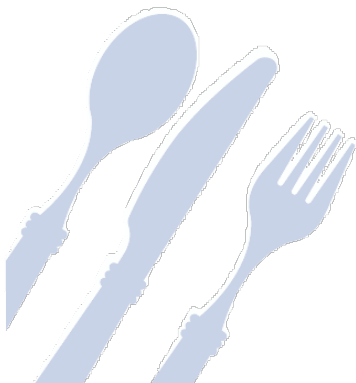


Restaurant Work For Department Army Personnel - 2009



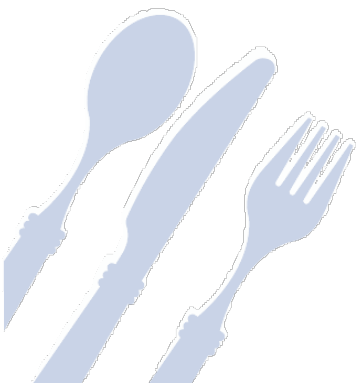


Restaurant Work For Department Army Personnel - Tikrit 2009



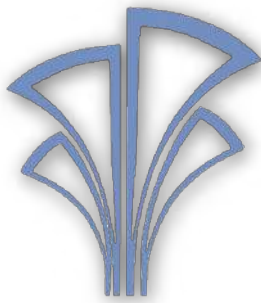


Restaurant Work For Department Army Personnel - Tikrit 2009





Contact Us



AL SHEFAR GROUP Co.



www.alshefargroup.com



shefar.basra@gmail.com

ahmadalkhalidi.alshefar@gmail.com



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+9647816665102

+964772 202 6050



Iraq-Basra/Al-Abasia-

Abasia Mall - 3rd floor - Flat No.8



CERTIFICATE OF REGISTRATION



This is to certify that the Quality Management System of
**Al-Shefar Group for Trading, General Contracting,
Commercial Agencies, Waste Recycling and Oil Services (L.L.C.)**

Manawi Basha, Near Manawi Basha Hotel, Basra -Iraq

TNV Certification UK certifies that the Management System of the above organization has been audited and found to be in accordance with the requirements of the management system standard detailed below:

STANDARD

ISO 9001:2015

For the following Scope

"Trading, General Contracting, Commercial Agencies, Construction, Roads, Railways, Airports, Bridges, Tanks, Irrigation, Mechanical & Electrical Works, Catering, Waste Recycling, Oil Services"

Certificate Number :	1808180030121
Issue Date:	18 th Aug. 2018
Valid Until:	17 th Aug. 2021
1 st Surveillance on or before	18 th Aug. 2019
2 nd Surveillance on or before	18 th Aug. 2020



Alka Jasooja
Director
TNV Certification UK Ltd.
Regd. Off: Armstrong House, First Avenue, Robin Hood Airport, Doncaster, South Yorkshire, England, DN9 3GA, United Kingdom
Mail: info@tnv.uk.com
Certificate can be verified on Accreditation Board website: www.abcab.org and on CAB's website www.tnv.uk.com



TNV Certification UK Ltd is a Conformity Assessment Body as per requirement of ISO 17021 and meet the requirement of all Mandatory Documents of International Accreditation Forum for the Management System Certification Scheme.
In the issuance of this certificate, TNV Certification UK Ltd. assumes no liability to any party other than to the Client, and then only in accordance with the agreed upon Certification Agreement. This certificate's validity is subject to the organisation maintaining their system in accordance with TNV's requirements for systems certification organisation maintaining their system in accordance with TNV's requirements for systems certification.

The certificate remains the property of TNV Certification UK Ltd., to whom it must be returned upon request

TNV UK TNV UK TNV UK TNV UK




AL SHEFAR GROUP COMPANY



MRC-SUBCONTRACTOR-01-003

METAL AND RECYCLING COPANY K.S.C. (MRC)
SUBCONTRACT COVER PAGE **MRC--01-003**

1. Issued By: Metal and Recycling Company KSCC Amghara Industrial South Area 13045 Safat, Kuwait		2. Issued To: AL Shefar Companies Group IBN : Tikrit 047 Iraq – Tikrit –FOP SPEICHER	
3. Subcontract Number: MRC-01-0003	4. Type of Subcontract: Firm Fixed Price	5. Effective Date: August 30, 2008	
6. Ship To: Metal and Recycling Company KSCC Amghara Industrial South Area 13045 Safat, Kuwait		7. Delivery: The Period of Performance is in accordance with Term Clause Article 7. All items are ex-yard; the period of performance is 6 months.	
9. Mail Payment To: Metal and Recycling Company KSCC Amghara Industrial South Area 13045 Safat, Kuwait Attention: Salma Saikaly Program Manager		10. Government Prime Contract Number: SP4410-08-D-2000	
11. Subcontractor Represents: The Subcontractor agrees to furnish and deliver all the supplies and perform all the services set forth this subcontract, for the consideration stated therein.			
IN WITNESS WHEREOF, the parties have caused this Subcontract to be executed by their duly authorized representatives, as of the date herein above first written.			
13. Agreed For: Metal and Recycling Company KSCC		14. Agreed For: Al Shefar Companies Group	
 Signature of Duly Authorized Official Salma Saikaly Program Manager		IBN TIKIT:047 JCCS ID # 36809 _____ Signature of Duly Authorized Official Kahtan Kareem Qalef General Manager	
Date: <u>August 31, 2008</u>		Date: AUGUST 30 TH , 2008	

1

















AL SHEFAR GROUP Co.



CONTACT US



Mnawi basha - Basra - Iraq

@ www.alshefargroup.com

✉ shefar.basra@gmail.com
ahmadalkhalidi.alshefar@gmail.com

+964 782 115 5110

+964 770 068 9711

+964 772 202 6050



Republic of Iraq
Ministry of Oil
Basrah Oil Company
(State Co.)



جمهورية العراق
وزارة النفط
شركة نفط البصرة
(شركة)

Contracts and Procurements
Division

هيئة العقود والمشتريات

Reference:

العدد: ٩٢٤٧٨

Date:

التاريخ: ٢٠١٩/١٢/١٩

رقم التسجيل: ٤٧٨

التي/ مجموعة الطرقات للتجارة والمقاولات العامة

e-mail: info@alshefargroup.com

م/ تسجيل شركة

السادة الاعزاء ... تهديكم اطيب تحياتنا

لسوء الاعلامكم بالنسبة تم تسجيل شركتكم لدينا بالندوات العامة في مجال الاعمال الفنية والميكانيكية وفي مجال معالجة ونقل النفايات ويرقم تسجيل (٤٧٨).

- يرجى زيارة الموقع الالكتروني للشركة www.boc.oil.gov.iq للمشاركة في مجال تخصصكم.
- ملاحظة/ نتطلع الي مشاركة شركتكم بالندوات العامة العلنية من قبل شركتنا حيث سيتم اصدار التقييم لكل سنتين.

يرجى تأكيد الاستلام ... شاكرين لتعاونكم معنا ... مع التقدير

احسان عبد الجبار اسماعيل

مدير عام شركة نفط البصرة ١٥

رئيس مجلس الادارة

مجالس ادارة

مدير شركة الطرقات والمقاولات

P.O. Box 248, Basrah-Zulaym - Basrah - Iraq

Tel : 00964 (40) 219310 (10)

Fax : 00964 (40) 217181

E-mail : info@boc.oil.gov.iq

[bc_dg@boc.oil.gov.iq](mailto:boc_dg@boc.oil.gov.iq)

Website: www.boc.oil.gov.iq

العراق - البصرة - باب الزبير

ص.ب. 248 - هاتف: 00964 (40) 219310 (10)

فاكس: 00964 (40) 217181

البريد الإلكتروني: info@boc.oil.gov.iq

[bc_dg@boc.oil.gov.iq](mailto:boc_dg@boc.oil.gov.iq)

www.boc.oil.gov.iq

الموقع الإلكتروني

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Republic of Iraq
Ministry of Oil
Basra Oil Company
(State Co.)
Licensing Contracts Affairs dept.



جمهورية العراق
وزارة النفط
شركة نفط البصرة
(شركة عامة)
قسم شؤون عقود التراخيص

Reference: 94437
Date: 27-12-2018

العدد: 92227
التاريخ: 27/12/2018

To: **All Contractors**
Sub: **Al-Shefar Co. for trading & general contracting Prequalification**

إلى كافة الشركات المقاوله
م: اعتماد شركة الشفار للتجارة والمقاولات العامة

Dear Sirs,
Since (Al-shefar) company is prequalified by our company as it is specialized in civil , mechanical ,waste treatment & transport works ,thus you are kindly requested to depend it according to your actual need as vendor in your general invitations in your future need.

السادة الأعزاء،
نظرا لكون شركة (الشفار) معتمدة من قبل شركتنا كونها متخصصة في مجال الاعمال المدنية والميكانيكية وفي معالجة ونقل النفايات ، لذا نرجو اعتمادها وحسب الحاجة الفعلية واشراكها في اية اعمال مستقبلية وشمولها في الدعوات العامة.

For more information , please view the following :

Contact full name : Ahmed A. Abdullah
Email: info@alshefagroup.com
Ahmadalkhalidi.alshefar@gmail.com
Shefar.basra@gmail.com

Company Nationality: Iraqi
Mobil : 07705739551
07700689711
07821155110

Kindly confirm receipt & advise us
Best Regards

لمزيد من المعلومات يرجى الاطلاع على ما يلي :
اسم جهة الاتصال : احمد عبد الرحمن عبد الله
ايميل جهة الاتصال : info@alshefagroup.com
Ahmadalkhalidi.alshefar@gmail.com
Shefar.basra@gmail.com

جنسية الشركة : عراقية
الهاتف : 07705739551
07700689711
07821155110

راجين تأكيد الاستلام واعلامنا .
مع التقدير

IHSAN A. ISMAAEL
D.G. of B.O.C

Chairman of Board of Directors

Nasir M. Mohan
Licensing Contracts Affairs
Dept.

Cc:
Licensing Contracts Affairs Dept.
Filing
Ahmed Saady
26/12/2018

احسان عبد الجبار اسماعيل
مدير عام شركة نفط البصرة

رئيس مجلس ادارة الشركة
ناسر محمد موحان
مدير قسم شؤون عقود التراخيص

صورة منه الى
جهة المشترين والمقود منكم بالرم ١٠٣١٦ قى ٢٠١٨/١٢/٢٠ مع التقدير
info@alshefagroup.com
Ahmadalkhalidi.alshefar@gmail.com
Shefar.basra@gmail.com
قسم شؤون عقود التراخيص

P.O. Box 240, Bab AlZubair ,Basra Iraq
Te.: 0964(40)319310 (10)
Fax: 00964(40)319381
E- mail: dgoffice@boc.oil.gov.iq
snc_dna@vahoo.com

العراق - البصرة - باب الزبير
ص.ب 240 هاتف : (10) 319310(40)0964
فاكس : 319381(40)0964
البريد الالكتروني : dgoffice@boc.oil.gov.iq
snc_dna@vahoo.com

تم التوقيع



AL SHEFAR GROUP COMPANY

Restaurant



General Trading Contracting
Oil Services & Waste Recycling

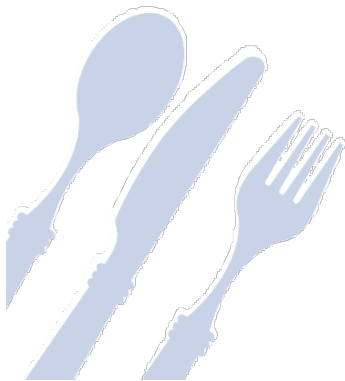


www.alshefargroup.com
shefar.basra@gmail.com
ahmadalkhalidi.alshefar@gmail.com

Address: Mnawi basha, Basra, Iraq
Tell: +964 782 115 5110
+964 770 068 9711
+964 772 202 6050

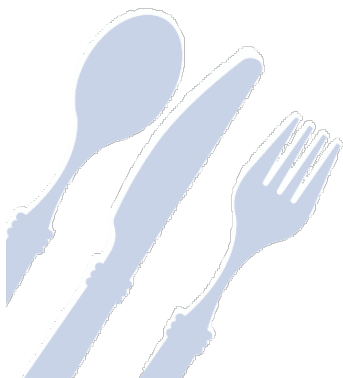


Restaurant Work For Department Army Personnel - 2009



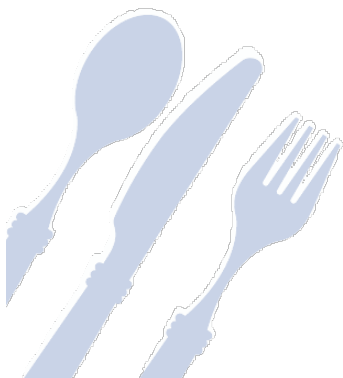


Restaurant Work For Department Army Personnel - 2009



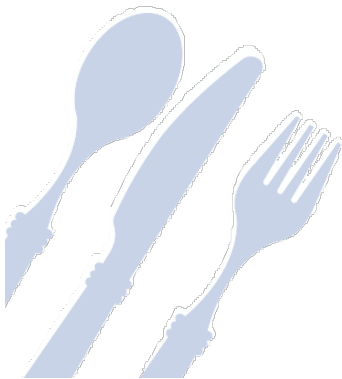


Restaurant Work For Department Army Personnel - Tikrit 2009





Restaurant Work For Department Army Personnel - Tikrit 2009





Foods





Foods





Foods





Cooks





Cooks





Cooks





Cooks



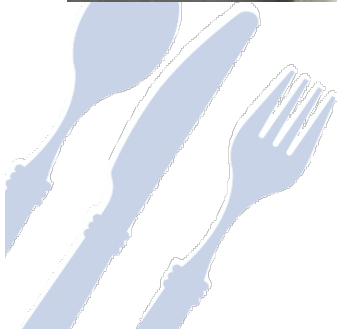


Cooks





Cooks



Company Profile

A brief introduction to Al Shefar Group

Contact Details

USA: 45687 Elmwood Court, Sterling, VA 20166

Phone: +17032306411

UAE: Radisson blu hotel, office No. 403 - Baniyas

Road, Deira Creek, Dubai

Phone: +971558048777 | +97142227171

IRAQ: Iraq - Erbil - Lebanese Village - B2G7

Korek: +964 751 410 9262 / +964 750 926 6141

Asia Cell: +964 772 626 6364

Email: qahtan@alshefar.net

IRAQ BUSINESS NUMBER: TIKIT:047

JCCSID # 86404

DUNS # 534602428

CAGE # SMC23

UNGM # 399381



Company Profile

A brief introduction to Al Shefar Group

*Some of the works and
contracts that have been
executed through the
company*

In the name of God the Merciful the Gracious

Governorate of Saladdin
Governor Office

Issue : 3/2338
Date : 13/10/2008

To/ Al-Shafar Company for Contracts

Subject / Thanks and Appreciation

Due to your hard efforts and performing projects sending to you according to the required descriptions. I send you my gratitude and thanks asking God to succeed and strengthen your stepswith thanks.

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Hammad Hemoud Al-Shakti
Salahddin Governorate

A copy to/
Directorate of Planning and following/ for informationwith thanks.

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

مديرية شرطة صلاح الدين
وحدة التدخل السريع
(الإدارة)
العدد : ٥٩٦
التاريخ: ٢٠٠٨ / ١٠ / ١١



إلى / شركة الشفار للمقاولات العامة
الموضوع / شكر وتقدير

بفضل جهودكم المبذولة وتقديم كافة أنواع المساندة
والدعم العالي لوحدة التدخل السريع (S.W.A.T)
لايسعنا إلا أن نقدم شكرنا وتقديرنا سائلين الله أن
يوفقكم لخدمة عراقنا الجديد .
مع التقدير

الرائد ق.خ

مهندس مهدي صالح

أمر وحدة التدخل السريع

٢٠٠٨ / ١٠ / ١١

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

S.W.A.T

In the name of God the Merciful the Gracious

Directorate Police of
Salahddin Governors
Swift Interference Unit
Administration
Issue : 536
Date : 11/10/2008

To / Al-Shafar for General Contracts

Subject / Thanks and Appreciation

Due to your exerted efforts and offering all kinds of supply and encouragement for Swift Interference Unit(S.W.A.T.)we send you our gratitude and appreciation asking God to bless you for serving our new Iraq .

with thanks

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Poineer q.kh.
Muhand Mohaidi Salih
Commander of Swift Interference Unit
11/10/2008

In the name of God the Merciful the Gracious

Directorate Police of Ballad
Movement and Crime Department

Issue : 10/1022 Appendix
Date : 11/3/2009

To / Balad Checkpoints Company

Subject / Facility Entrance Task

It is allowed for Al-Shafar company to transport(reeyling) from Al-Balad city to Tikrit and represent the company the general director Mr.(Qahtan Kareem Qalef) knowing that the vehicles carry batch of Al-Shafar company to take in consideration after the normal checkplease.

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Colonel
Mohammad Ali Hamodi
Balad Director Police
11/3/2009

بسم الله الرحمن الرحيم
رؤسكم نوركم بينهم



العدد / ١ / ١٧١٨
التاريخ << ٢٠٠٨/١٠/٠

مجلس محافظة صلاح الدين
الجلس المحلي لناحية العلم

إلى / من يهمة الأمر
م / شكر وتقدير

بالنظر للجهود المبذولة التي تقوم بها شركة الشفار ومديرها المفوض
السيد / قحطان كريم العجيلي وما تقدمه من أعمال وخدمات متميزة
للتشعب العراقي ومساعدة الآخرين على تحسين ظروفهم المعيشية . لا
يسعنا إلا أن نقدم جزيل الشكر والامتنان لهم داعين الله عز وجل أن يوفقهم
ويسدد خطاهم خدمة للصالح العام .

جاسم محمد خلف
رئيس المجلس المحلي
لناحية العلم

٢٠٠٨ Saad

In the name of God the Merciful the Gracious

Salahddin Governorate Committee
Local Committee of Al-Alam suburb

Issue: 1/1718
Date : 22/10/2008

To/ whom it may Concern

Subject / Thanks and Appreciation

Due to the hard effort of Al-Shafar Company and its manager Mr.Qahtan Kareem Al-Ajeli and its presenting of good works and services for Iraqi people and supporting others to improve their living circumstances ,so I offer them my gratitude and thanks and I hope God succeed and strengthen their steps on behalf of public.

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Jasim Mohammd Kalef
Chief of Local Committee
Of Al-Alam suburb

بسم الله الرحمن الرحيم

المديرية العامة
لشرطة محافظة صلاح الدين
أمرية أفواج طوارئ شرطة
محافظة صلاح الدين
فوج الطوارئ الثاني
العلاقات والاعلام
العدد ٢ / ٢ / ٨
التاريخ ٢٠٠٩ / ٣ / ٩



إلى / شركة الشفار

م / شكر وتقدير

بالنظر لتعاونكم ودعمكم لفوجنا لايسعنا الا ان نقدم لكم شكرنا
وتقديرنا لما بذلتموه خدمة للصالح العام .
وفقكم الله وسدد خطاكم والله الموفق .

المقدم
أمر فوج الطوارئ الثاني
٢٠٠٩ / ٣ / ٩

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

In the name of God the Merciful the Gracious

Directorate General
of Salahddin Governorate Police
Emergencies Battalions Commander
Police of Saladdin Governorate
Second Emergencies Battalion
Information and Relationship
Issue : 8/2/3
Date : 29/3/2009

To / Al-Shafar Company

Subject / Thanks and Appreciation

View to your cooperation and supply to our battalion we send you our gratitude and appreciation for your efforts on behalf of general.

God bless you and strengthen your steps

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Lieutenant-Colonel
Second Emergencies Battalion Commander
29/3/2009



Al Shefar Group

Hcl

Product Name	Hydrochloric acid Tech grade
CAS No	7647-01-0
Molecule weight	36.46
specification	Acidity(Hcl): 32% min Density @20 C: 1015g/cm3 min As: 0.0001% max Fe: 0.005% max Sulfate: 0.01% max Ignition residue: 0.1% max Chloride as Cl: 0.008% max
application	Widely used in metallurgical industry , organic synthesis production of inorganig and organic , food industry metal processing , dyeing , etc
Hazard class	UN: 1789 Hazard class : 8 Packing Group : II
Packing	1150kg net IBC TANK
Quatity /20*FCL	23 MT



HCL 32%



AL SHEFAR GROUP

AL SHEFAR GROUP

معمل الشفار لإنتاج حامض HCL

Al - Shefar Laboratory for Acid Production HCL

بسم الله الرحمن الرحيم

مركز التنسيق المشترك/ تكريت

العدد: ٢٠٤

التاريخ: ٢٠٠٩/٤/٧



عراق موحد

الى / السادة شركة الشفار للمقاولات العامه المحترمين

الموضوع / شكر وتقدير

نهدىكم أطيب التحيات ونتقدم لكل بجزيل الشكر والتقدير للجهود الطيبة والانجازات الرائعة التي قامت بها شركتكم وإسهامها الكبير في إعادة الأعمار لمدينة تكريت وهو دليل على قدرة كادركم العلمية والفنية وفي مختلف الاختصاصات . متمنين لكم التوفيق وما التوفيق إلا من عند الله العلي القدير .

..... والســــــــــــــــلام عليكم

العقيد

عايد يوسف محمد

مدير مركز التنسيق المشترك/ تكريت

٢٠٠٩/٤/٧



MEMORANDUM FOR RECORD

SUBJECT: Letter of Recommendation

Purpose: The purpose of this memo is to convey the endorsement of Al Shefar Company as a General Contractor as being a good company which participates for the rebuilding of the City of Tikrit. They have the best experience employees and equipment.

- 1. Al-Shefar contractor has served the City of Tikrit faithfully as a good contractor.**
- 2. My recommendation is that he work for future projects in the City of Tikrit.**
- 3. The point of contact for this memorandum is the below signed individual.**



Eyied Yousif Muhammed
8 APR 09

**EYIED YOUSIF MUHAMMED
COL, JCC DIRECTOR
Commanding**



عراق موحد

In the name of God the Merciful the Gracious

Coalition Cooperation Center / Tikrit
Issue : 304
Date : 7/4/2009

To/ Sirs Al-Shafar Company for General Contracts the respect

Subject / **Thanks and Appreciation**

We send you our best wishes and we appreciate your good efforts and wonderful achievements that was held by your companies and its big participation in rebuilding for Tikrit city and this is an evidence on the scientific and technique abilities of your staff indifferent fields. We hope you success and that's from the almighty God.

.....Our salutation.....

Colonel
Aid Yousif Mohammad
Manager of coalition cooperation Center/Tikrit
7/4/2009

Sworn Translator
Abdullah Abdul-Hadi T.
Member of F.I.T.

Republic of Iraq
Ministry of Oil
Basra Oil Company
(State Co.)
Licensing Contracts Affairs dept.



جمهورية العراق
وزارة النفط
شركة نفط البصرة
(شركة عامة)
قسم شؤون عقود التراخيص

Reference: 94437
Date: 27-12-2018

العدد: ٩٤٤٣٧
التاريخ: ٢٧/١٢/٢٠١٨

To: **All Contractors**

Sub: **Al-Shefar Co. for trading & general contracting Prequalification**

Dear Sirs,
Since (Al-shefar) company is prequalified by our company as it is specialized in civil, mechanical, waste treatment & transport works, thus you are kindly requested to depend it according to your actual need as vendor in your general invitations in your future need.

إلى: كافة الشركات المقاوله
م: اعتماد شركة الشفار للتجارة والمقاولات العامة
السادة الاعزاء،

نظرا لكون شركة (الشفار) معتمدة من قبل شركتنا كونها متخصصة في مجال الاعمال المدنية والميكانيكية وفي معالجة ونقل النفايات ، لذا نرجو اعتمادها وحسب الحاجة الفعلية واشراكها في اية اعمال مستقبلية وشمولها في الدعوات العامة.

For more information, please view the following:

Contact full name: Ahmed A. Abdullah

Email: info@alshefagroup.com

Ahmadalkhalidi.alshefar@gmail.com

Shefar.basra@gmail.com

Company Nationality: Iraqi

Mobil: 07705739551

07700689711

07821155110

Kindly confirm receipt & advise us

Best Regards

IHSAN A. ISMAAEL

D.G. of B.O.C

Chairman of Board of Directors

Nasir M. Mohan
Licensing Contracts Affairs
Dept.

Cc:

Licensing Contracts Affairs Dept.

Filing

Ahmed Saady

26/12/2018

لمزيد من المعلومات يرجى الاطلاع على ما يلي:
اسم جهة الاتصال: احمد عبد الرحمن عبد الله

ايميل جهة الاتصال: info@alshefagroup.com

Ahmadalkhalidi.alshefar@gmail.com

Shefar.basra@gmail.com

جنسية الشركة: عراقية

الهاتف: 07705739551

07700689711

07821155110

راجين تأكيد الاستلام واعلامنا.

مع التقدير

احسان عبد الباقى اسماعيل
مدير عام شركة نفط البصرة

رئيس مجلس ادارة الشركة
مدير قسم شؤون عقود التراخيص

صورة منه الى

هذه المذكرات ونظرة منقرتكم بتاريخ ١٠/١٢/٢٠١٨ في ٢٠/١٢/٢٠١٨ مع التقدير

info@alshefagroup.com

Ahmadalkhalidi.alshefar@gmail.com

Shefar.basra@gmail.com

قسم شؤون عقود التراخيص

P.O. Box 240, Bab AlZubair, Basra, Iraq

Tel.: 0964(40)319310 (10)

Fax: 00964(40)319381

E-mail: dgoffice@boc.oil.gov.iq

soc_dgo@yahoo.com

Website: www.boc.oil.gov.iq

تم الاقرار

العراق - البصرة - باب الزبير
ص.ب 240 هاتف: (10) 0964(40)319310
فاكس: 00964(40)319381
البريد الالكتروني: dgoffice@boc.oil.gov.iq
soc_dgo@yahoo.com
www.boc.oil.gov.iq الموقع الالكتروني:

OPERATION IRAQI FREEDOM



SALAH AD DIN PROVINCIAL RECONSTRUCTION TEAM CERTIFICATE OF APPRECIATION

PRESENTED TO

Qahtan Kareem Kalef

FOR OUTSTANDING SERVICE IN SUPPORTING BABY BASSAM'S TRAVEL TO THE UNITED STATES VIA ISTANBUL FOR SURGICAL CARE BEFORE THE END OF 2009 YOUR DEDICATION WAS ESSENTIAL TO ACHIEVING A SUCCESSFUL OUTCOME FOR BABY BASSAM AND HIS FAMILY. THE SALAH AD DIN PRT COMMENDS YOU FOR YOUR EFFORTS AND GRACIOUSLY THANKS YOU FOR CONTRIBUTING TO THE PRT MISSION AND THE IMPROVEMENT OF THE SALAH AD DIN PROVINCE.

Dr. MOHAMMED
Health Bicultural-Bilingual Advisor
Provincial Reconstruction Team
Salah ad Din, Iraq

KATHERINE DENNISON
Senior Public Health Advisor
Provincial Reconstruction Team
Salah ad Din, Iraq



OPERATION IRAQI FREEDOM



SALAH AD DIN PROVINCIAL RECONSTRUCTION TEAM CERTIFICATE OF APPRECIATION

IS PRESENTED TO

Al Shefar Companies Group

FOR OUTSTANDING SERVICE IN SUPPORTING BABY BASSAM'S TRAVEL TO THE UNITED STATES VIA ISTANBUL FOR SURGICAL CARE BEFORE THE END OF 2009. YOUR DEDICATION WAS ESSENTIAL TO ACHIEVING A SUCCESSFUL OUTCOME FOR BABY BASSAM AND HIS FAMILY. THE SALAH AD DIN PRT COMMENDS YOU FOR YOUR EFFORTS AND GRACIOUSLY THANKS YOU FOR CONTRIBUTING TO THE PRT MISSION AND THE IMPROVEMENT OF THE SALAH AD DIN PROVINCE.

Dr. MOHAMMED
Health Bicultural-Bilingual Advisor
Provincial Reconstruction Team
Salah ad Din, Iraq

KATHERINE DENNISON
Senior Public Health Advisor
Provincial Reconstruction Team
Salah ad Din, Iraq



DEPARTMENT OF THE ARMY
HEADQUARTERS, SPECIAL OPERATIONS TASK FORCE - NORTH
COB SPEICHER, IRAQ
APO AE 09393

30 January 2010

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Qhatan Kareem Khalaf

1. I have had the opportunity to conduct business with Qhatan Kareem Khalaf, owner of the Al Shefar Group, while serving as a Budget Analyst with Special Operations Task Force North (SOTFN) during Operation Iraqi Freedom. His performance as business owner has been excellent during this time.
2. His prior experience working with Special Forces and over the past six months was proven to be very valuable asset. He has been instrumental in procuring necessary supplies, equipment and services for SOTFN and its outlying areas of responsibility. His knowledge and willingness to get the job done allowed Special Forces to maintain its mission focus. Qhatan has an excellent grasp of business and understands the importance of maintaining relationships with coalition forces. He always showed honesty, displayed a positive attitude, was eager to provide his business services, regardless of time of day, or anticipated length of work and the job was done right the first time.
4. I strongly recommend continued business with Qhatan Kareem Khalaf, owner of the Al Shefar Group. He has shown his enthusiasm and patriotism on many occasions, and was an important part of our team. His actions have made him worthy for consideration in conducting future business.

A handwritten signature in black ink, appearing to read "MJ Foss", is positioned above the typed name.

MICHAEL J. FOSS
SSGT, USAF
SOTF-N Budget Analyst



DEPARTMENT OF THE ARMY
HEADQUARTERS, SPECIAL TROOPS BATTALION
MULTI NATIONAL DIVISION NORTH
CONTINGENCY OPERATING BASE SPEICHER, APO AE 09393



APVG-STB-CDR

19 April 2009

MEMORANDUM FOR RECORD

SUBJECT: Letter of Recommendation for Al-Shefar Company

1. Al-Shefar Company is doing an outstanding job in helping the local economy here in Tikrit. Their work with Taos Industries and metal recycling employs over 150 local Iraqis, provides repaired equipment at a cheaper price on the local market, and helps provide a limited natural resource in recycled metal to the only smelting plant of Iraq in Erbil. This business is key to ensuring that money spent by Coalition Forces on equipment here in Iraq continues to be used by the people of Iraq and has a positive effect on the our overall mission. It is essential that these contracts and these jobs continue to go to deserving Iraqi businesses like Al-Shefar.
2. Al-Shefar has two lanes in the Iraqi-Based Industrial Zone (I-BIZ) complex which was created by the military to help local Iraqi businesses. Their business helps promote the I-BIZ program and bring more economic growth to the private sector in the area. They are also working with local leaders in the community to build an orphanage for children who lost parents in the war or were abandoned. Their compassion for their fellow Iraqis and desire to see their country rebuilt is an inspiration to us and to the local community.
3. Qahtan Kareem, the owner and CEO of Al-Shefar, is a true example of hard work and perseverance. Just 2 years ago, his company started with 4 employees, 1 truck, and a plot of land from the military. His business today includes over 200 total employees, working with four Coalition Force bases, and operates all over northern Iraq. He embodies a renewed Iraqi spirit that will continue to play a major role in the rebuilding and revitalizing of the country's economy. We hope that business with Al-Shefar will continue to grow and look forward to long and lasting relationship with them.
4. Point of Contact for this memorandum is CPT Adam F. McCombs at SVOIP 242-1139 or adam.mccombs@iraq.centcom.mil.

ERIC J. ANGELI
LTC, IN
Commanding



DEPARTMENT OF THE ARMY
SPECIAL OPERATIONS TASK FORCE – NORTH
TACTICAL PSYCHOLOGICAL OPERATIONS DETACHMENT 910
LSA 100, COB SPEICHER
APO AE 09393



REPLY TO
ATTENTION OF


CJSOTF-AP-SOTF-N-PSYOP DET

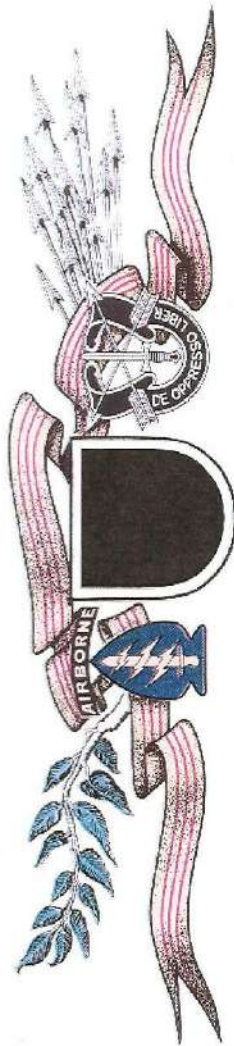
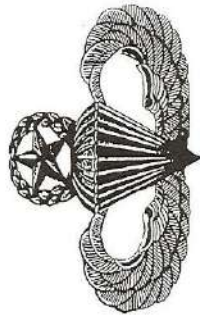
04 JAN 2010

MEMORANDUM FOR INFORMATION

SUBJECT: QAHTAN KAREEM KHALAF

1. The above listed Iraqi business owner; Qahtan Kareem Khalaf, is a cornerstone of the new Iraq nation. He exemplifies the future of this nation and the spirit of the entrepreneur that has marked the upward development of all nations. He is without a doubt the most important Iraqi relationship we have developed; this relationship has been in place with the Special Operations community since 2003, it has never been stronger, and continues to grow to this day.
2. Tactical Psychological Operations Detachment 9B10 and our interpreter have met weekly with Qahtan the entire deployment. He has been critical in our ability to obtain required host nation supplies. He also; perhaps more importantly, has introduced us to several national level Iraqi business and security contacts. These contacts have provided us with invaluable atmospheric data and information that allows us to do our mission effectively and thoroughly. This relationship is not just a one-way street; we continually recommend him to other Coalition units and personnel with nothing less than the highest regard for his professionalism and capabilities.
3. As the Detachment Sergeant for Tactical Psychological Operations Detachment 910 (TPD9B10) I wholeheartedly endorse both Qahtan Kareem Khalaf and his operation Al Shefar Group. Based on my Detachments continued positive business relations and experience we can state confidently that any and all requirements your organization might have; Al Shefar and Qahtan can make them a reality. He is a man of his word and his business is a model for fellow Iraqis to follow.
4. Al Shefar Group has additionally supported our parent organization of Special Operations Task Force North (SOTF-N) and their subordinate elements; the Operational Detachments Alpha (ODAs). His construction work and T-Walls that have been provided, transported, and emplaced have secured their locations perfectly. Al Shefar has facilitated the transport of all manner of supplies and materials from Basra to Dohuk for the SOTF. Al Shefar has effectively and professionally secured these transports unilaterally, with and without the aid or assistance of US Army security elements. Al Shefar independent contract security personnel are rigorously screened Iraqi citizens. They are extensively trained and tested on personal security detail (PSD) skills. They are able to effectively react and think on their feet under stressful conditions.
5. The point of contact for this Memorandum is the undersigned at e-mail address kevin.w.brynn@us.army.mil or kevin.w.brynn@soc.mil


Kevin W. Brynn
SFC, USA
Psychological Operations Detachment NCOIC



SPECIAL OPERATIONS TASK FORCE - NORTH

Certificate of Appreciation

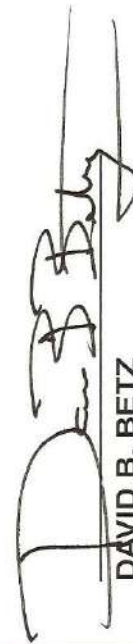
Presented to

Al Shefar Group and Qahtan Kareem Khalaf

For the continued and unequalled support to the Special Operations Task Force North. Their commitment has been responsible for the increased capabilities in operations, increased security posture of forward ODA locations, and facilitated the transport of needed supplies and equipment throughout the Iraqi theater. Their support has been invaluable to the SOTF since its inception in 2003 and the relationship will continue to grow here in Iraq as the mission endures.

“Strength and Honor!”

De Oppresso Liber


DAVID B. BETZ
CSM, USA
Command Sergeant Major


MITCHELL D. FRANKS
LTC, SF
Commanding





REGIONAL CONTRACTING CENTER TIKRIT

CERTIFICATE OF TRAINING

IS PRESENTED TO

Al Shefar Co.

Kahtan K. Qalef

IBN: Tikt 047

DATE: July.04.2007

Dhamer Zaidan Miikhlif
Chairman
Tikrit Chamber of Commerce

DISHAD KITTANI
Host Nation Business Advisor
REGIONAL CONTRACTING CENTER - TIKRIT

HAROLD D. BROEK JR., LTC, USA
CHIEF, JOINT CONTRACTING CENTER
Multi National Division - North



Special Troops Battalion 1st Armored Division



Certificate of Appreciation

Presented To

Al Shefar Group Companies

THANK YOU FOR TAKING A BOLD OPPORTUNITY TO DIRECTLY HELP LEAD YOUR COUNTRY TO A MODERATE, STABLE, AND EMBLEMATIC IRAQ CAPABLE OF CONTROLLING AND GOVERNING ITS TERRITORY. YOU HAVE STRENGTHENED THE IRAQI ECONOMY, ENHANCED SECURITY, INCREASED RESOURCES FOR IRAQ'S FUTURE, AND GIVEN LOCAL IRAQI CITIZENS A VESTED STAKE IN THE QUALITY OF IRAQ'S FUTURE. YOU HAVE MADE AN IMPORTANT INVESTMENT IN THE STABILITY AND DEVELOPMENT OF IRAQ. "WE TOGETHER FOR THE FUTURE OF IRAQ".

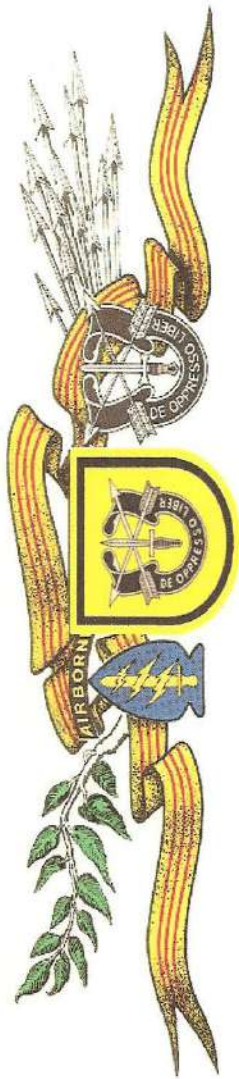
"نحن معا من اجل مستقبل العراق"

Task Force Sword

Jacqueline B. Thomas
JACQUELINE B. THOMAS
CSM, USA



Carlos L. Walker Jr.
CARLOS L. WALKER JR.
LTC, SC



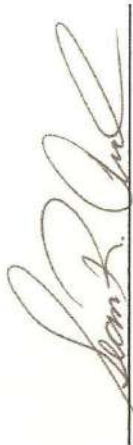
Certificate of Appreciation

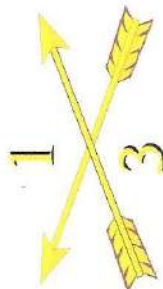
Presented to

Kahtan Kareem Qalef

For outstanding performance in support of ODA 1334, Charlie Company, 3rd Battalion, 1st Special Forces Group (Airborne) from May 2008 through January 2009 during Operation IRAQI FREEDOM VI.

**The Quiet Professionals
"DE OPPRESSO LIBER"**


MSG SEAN
US Special Forces
Team Sergeant




CPT MATT
US Special Forces
Detachment Commander



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES SPECIAL FORCES GROUP (AIRBORNE)
TIKRIT, IZ

10 January 2008

MEMORANDUM FOR: INFORMATION

SUBJECT: KAHTAN KAREEM QALEF

1. The holder of this memorandum, KAHTAN KAREEM QALEF, is a friend of the US Special Forces Team in Tikrit. He is to be treated with the utmost respect.
2. He will provide you with proper ID to confirm his identity. If his actions are in question at any time, please contact the undersigned at 0770-652-6805 or 0770-615-3905.
3. Kahtan has provided my US Army Special Forces Team with invaluable information and services over the past five months and has assisted SF and US forces since the beginning of the liberation of Iraq.

A handwritten signature in black ink that reads "CPT Mike".

CPT MIKE
US SPECIAL FORCES
Detachment Commander



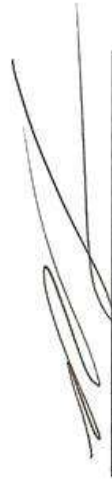
Certificate of Appreciation

Presented to

KHAHTAN KAREEM KHALF

For outstanding dedication and support to the SFOD-A and ERU at the Tikrit House during OIF 2009.

"DE OPPRESSO LIBER"



CW2, SF
Detachment Commander





SFC, SF
Team Sergeant



DEPARTMENT OF THE ARMY

ODA 1334, COMPANY C, 3D BATTALION, 1ST SPECIAL FORCES GROUP (AIRBORNE)
TIKRIT, IRAQ

REPLY TO
ATTENTION OF:

17 JAN 09

MEMORANDUM FOR RECORD

SUBJECT: LETTER OF RECOMMENDATION FOR KAHTAN "JAKE" KAREEM QALEF

1. Kahtan "Jake" Kareem Qalef has worked as a contractor for Special Forces in support of Operation IRAQI FREEDOM from January 2007 until the present. During a time when very few people were willing to work with Special Forces, Jake provided dedicated and unwavering support without concern for his personnel safety or that of his family. Not only is Jake a valued business associate of Special Forces, he is also a close friend.
2. Jake's work as a contractor is excellent. He is always willing and able to complete any project he is hired for, no matter how large or small, and charges a fair price. He provided and emplaced the concrete barriers surrounding the Special Forces Firebase, serviced generators, repaired roads and provided heavy equipment, as well as many other services. On one occasion, when the Special Forces compound had nearly lost all power, Jake delivered a generator within several hours of notification, ensuring the compound's security was maintained.
3. Jake does not just work for his own personal gain. He also works for the greater good of Iraq. His company started very small, but has grown larger because of the high-quality service he provides. As his business grows, he continues to provide employment for more and more Iraqis, thereby improving the overall economy of his country. Men like Jake are working very hard to build a secure and stable postwar Iraq.
4. POC for this Memorandum is the undersigned at matthew7575@hotmail.com.

CPT MATT
U.S. Special Forces
Detachment Commander



DEPARTMENT OF THE ARMY
HEADQUARTERS
TF 2-505th PARACHUTE INFANTRY REGIMENT
82nd AIRBORNE DIVISION
FOB BRASSFIELD MORA APO AE 09393



AFVC-CB
2007

15 September

MEMORANDUM FOR RECORD:

SUBJECT: Letter of Recommendation for the Al-Shefar Company.

1. The Al-Shefar Company was contracted to refurbish the Ishaki Boys Primary school. The Contract was bided at \$73,710.00, the contract time line was set for a 90 day period. Al-Shefar Company immediately started the contract. There immediate and timely work lead to the completion of the task prior to the scheduled time line. Al-Shefar always informed the CATA-13 with detailed reports on there progress.
2. The Al-Shefar Company has been utilized by CATA-13 for numerous projects and has always followed through to the completion of full satisfactory.
3. POC for this action is Keevin Smith, email: keevin.smith@us.army.mil , VOIP: 774-9303



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ODA 5313, COMPANY A, 3D BATTALION, 5TH SPECIAL FORCES GROUP (AIRBORNE)
1ST SPECIAL FORCES
FORT CAMPBELL, KENTUCKY 42223-6223


AOSO-SFC-A-CO

10 January 2008

MEMORANDUM FOR: INFORMATION

SUBJECT: Letter of Recommendation for AL SHEFAR GROUP and KAHTAN KAREEM QALEF

1. The purpose of this memorandum is to provide information demonstrating the support KAHTAN KAREEM QALEF has provided to US forces through his personal assistance and through the AL SHEFAR GROUP construction company.
2. Kahtan has provided my US Army Special Forces Team with invaluable information and services over the past three months and did the same with the ODA before us. He has provided us with construction assistance as we improved the force protection of the team house and has provided us with information on several terrorist personalities in the area of Tikrit.
3. The Al Shefar Group has also donated free concrete barriers to provide the members of the new Salah ad Din Awakening Council/CLC more security as they man traffic checkpoints along ROUTE TAMPA. These barriers were badly needed and Kahtan provided them when the provincial government could not. This donation came as a favor not only to the CLC members, but to the US Special Forces assisting in the establishment of the traffic checkpoints. Kahtan's generosity is making Iraq safer for both Iraqis and US soldiers.
4. Kahtan is one of the few people in this area of whom I can say understands what is needed to improve life for the average citizen. He continuously hires more personnel than is required to complete jobs in order to provide work for citizens in the area. This is just one example of how KAHTAN KAREEM QALEF is helping the government of Iraq and US Forces defeat terrorism and is why I am providing this letter of recommendation.
5. POC for this memorandum is the undersigned at michael.j.foote@us.army.mil.


MICHAEL J. FOOTE
CPT, SF
Detachment Commander



DEPARTMENT OF THE ARMY

ODA 5313, COMPANY A, 3D BATTALION, 5TH SPECIAL FORCES GROUP (AIRBORNE)
1ST SPECIAL FORCES
FORT CAMPBELL, KENTUCKY 42223-6223

REPLY TO
ATTENTION OF:

AOSO-SFC-A-CO

21 MAY 2008

MEMORANDUM FOR: INFORMATION

SUBJECT: Letter of Recommendation for KAHTAN KAREEM QALEF

1. The purpose of this memorandum is to provide my recommendation and support for KAHTAN KAREEM QALEF based on his performance in the completion of several contracts with my ODA.
2. Kahtan has provided my US Army Special Forces Team with support on several contracts over the past eight months. The largest of these jobs was the reconstruction of the entrance to the ODA compound. This job entailed removing several tons of debris, leveling the area, and laying steel reinforced concrete. This job was completed ahead of schedule and Kahtan utilized the excess materials to assist in several other small jobs around the compound.
3. Kahtan has continually demonstrated his abilities and desires to assist the CF in rebuilding Iraq. Allowing him a safe place to work with the US forces in the area would be of great benefit for both Kahtan and the units on COB Speicher.
4. POC for this memorandum is the undersigned at michael.j.foote@us.army.mil.

MICHAEL J. FOOTE
CPT, SF
Detachment Commander



DEPARTMENT OF THE ARMY
Special Operations Task Force North
APO AE 09378

CJSOTF-AP-SOTFN-CMD

06 NOVEMBER 2008

MEMORANDUM FOR RECORD

SUBJECT: Recommendation for Khahtan Kareem and Al-Shefar Group.

1. The purpose of this memo is to provide feedback on the performance of Khahtan Kareem.
2. Khahtan Kareem and the Al-Shefar Group have worked with my ODA since MAY08 as a contractor who provides numerous services. He has provided these services to the Team House for the last three years: anything requiring heavy machinery, generator repair, electrical work, and plumbing work. Some of these are jobs his company does not normally perform but his desire to assist Coalition forces is such that he will gladly perform any service needed. Every job he has done for this house has been completed to the highest standard.
3. Khahtan Kareem places himself at personal risk by working with the Special Forces Tikrit house, but he has put his personal safety second to helping us.
4. The ODA and I offer our positive endorsement of Khahtan Kareem and his company. His personal dedication to the coalition, uncommon work ethic, and wide range of abilities has directly impacted this Detachment's success.
5. POC: Point of contact for this memorandum is SSG Zach, Engineer Sergeant at the Tikrit Team House, Asia Cell 0770 664 8579. My full name has been omitted for security reasons.

A handwritten signature in black ink, appearing to read "Zach", is positioned above the typed name.

SSG Zach
Senior Engineer
Special Forces Team Tikrit



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
COMPANY A, 3RD BATTALION, 5TH SPECIAL FORCES GROUP (AIRBORNE)
TIKRIT, IRAQ

14 JUL 09

MEMORANDUM FOR RECORD

SUBJECT: LETTER OF RECOMMENDATION FOR QAHTAN KAREEM

1. Qahtan Kareem has worked with the United States Army, specifically Special Forces since the early months of Operation IRAQI FREEDOM until the present. During a time when very few people were willing to work with Special Forces, Qahtan Kareem provided dedicated and unwavering support without concern for his personnel safety or that of his family. Qahtan Kareem and his family have been threatened on numerous occasions because of his association with Coalition Forces.
2. Qahtan Kareem has provided numerous services as part of his employment. He currently lives on COB Speicher and runs many small businesses around the Tikrit area. However, his ability to "do it all" has aided the Operational Detachment tremendously. He has provided transportation for all of the ODA's ISUs and pallets. He has provided the services of a crain and crain operator to the ODA to make compound improvements and do general heavy lifting around the compound. Qahtan has provided the ODA air conditioning repair and replacement services. Qahtan has provided access to the local Tikrit market for the ODA.
3. Based on Qahtan Kareem selfless service and devotion to the United States Government and the American people for nearly seven years, he should be allowed to leave Iraq and immigrate to the Mexico at the soonest possible date. If Qahtan Kareem and his family are not afforded this opportunity, it is highly likely their personal safety will be jeopardized following the withdrawal of Coalition Forces.
4. POC for this memorandum is the undersigned.

A handwritten signature in black ink, appearing to read "Weston T. Williams", written over a horizontal line.

WESTON T. WILLIAMS
CPT, SF
Detachment Commander




CERTIFICATE OF TRAINING
IS HEREBY GRANTED TO

AL-Shefar Group CO

VENDORS' DAY

RCC - Balad January 30, 2010


Jack L. Nemceff II, Major, USAF
Commander, RCC - Balad


Dishad Saeed
Business Development Consultant

ملف الشركة

بيانات المتصل

Elmwood Court, Sterling, VA 20166 45687 : الولايات المتحدة الأمريكية

الهاتف : +17032306411

الإمارات العربية المتحدة: فندق راديسون بلو ، مكتب رقم ٤٠٣ - بني ياس

الطريق ، خور ديرة ، دبي

هاتف: +97142227171 | +971558048777

العراق : العراق - أربيل - شقق إمباير رويال A7-18

كورق : +9647509266141 / +9647514109262

آسيا سيل: +9647726266364

العراق : العراق - صلاح الدين - تكريت حي الزهور ٠٧٧٠٣٠٤٤٠٤٩ - ٠٧٧٠٥٧٤١٦٠٦

البريد الإلكتروني : qahtan@alshfar.net

العراق رقم العمل: تيكيت: 047

JCCSID # 36809

DUNS # 534602428

CAGE # SMC23

UNGM # 399381



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات النقل العام



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. النفايات النووية



. التفتيش بعد دفن المخلفات النووية



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. خزانات عملاقة وذو سعة ومتانة وجودة وبمواصفات عالمية



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أدخل توصيل الأنابيب

. سخان مياه



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. فحص خط تدفق النفط



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. التفتيش في آبار النفط



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أجهزة كشف النشاط الإشعاعي



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أجهزة كشف النشاط الإشعاعي



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

أجهزة كشف النشاط الإشعاعي .



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أجهزة كشف النشاط الإشعاعي



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أجهزة كشف النشاط الإشعاعي



. أجهزة كشف النشاط الإشعاعي



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. أنظمة ومعدات الحماية الكاثودية .



. أنظمة ومعدات مراقبة التآكل .



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

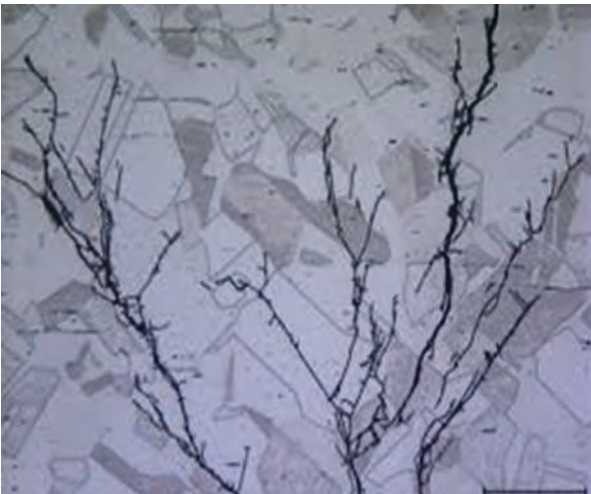
طحن وتلميع



مجهر



تصدع و تآكل الإجهاد



تجمعات الكارب



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. فحص حديد التسليح



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. فحص الخرسانة في المختبر



. فحص عينات الخرسانة



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

اختبار الخرسانة الأساسي



جهاز فحص الخرسانة بالموجات فوق الصوتية



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. اختبار هوائي



. كشف Holyday



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

• مقياس الاهتزاز ومحلل الاهتزاز

• الرفع وحبل الرفع



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. صندوق فراغ



السيرة الذاتية للشركة

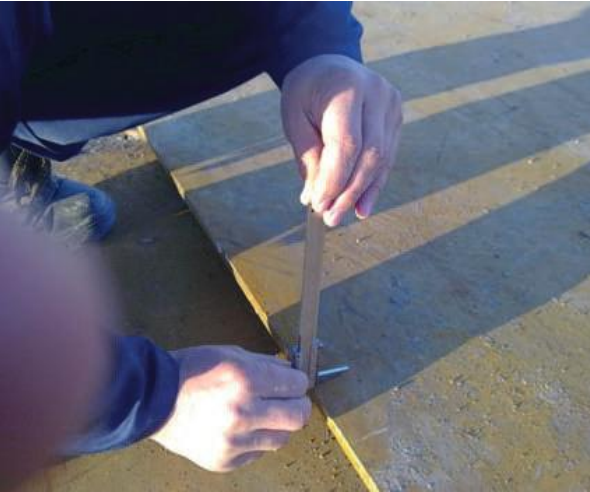
مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. اختبار السماكة



. اختبار الموجات فوق الصوتية (UT)



السيرة الذاتية للشركة

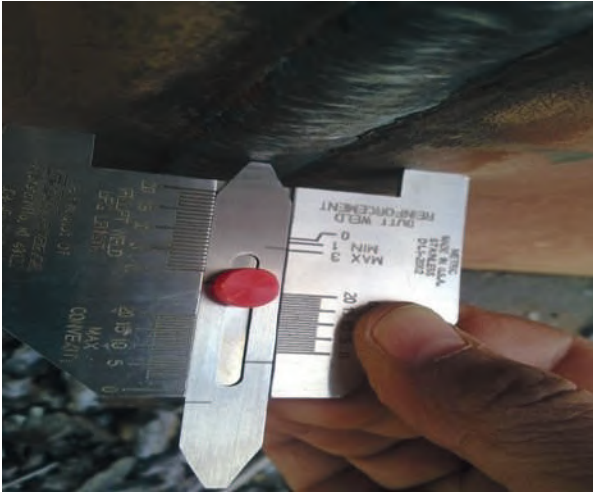
مقدمة موجزة عن مجموعة الشفار

خدمات هندسية



. الفحص البصري (VT)

. الفحص البصري (VT)



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. اختبار الجسيمات المغناطيسية (MT)



. قراءة مخطط المعالجة الحرارية



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. مجنز خط أنابيب الأشعة السينية (RT)



. عدد وخطاب الفيلم (RT)

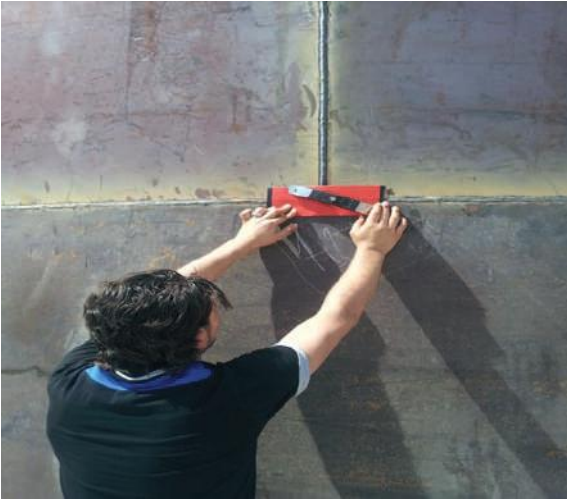


السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

. فيلم الأشعة السينية (RT)



. عدد وخطاب الفيلم (RT)



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية



. جاما راي (RT)

. الأشعة السينية (RT)



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية



. اختبار المواد المحلل (PMI)

. اختبار اختراق السائل (PT)



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

اختبار الطلاء في الخزان

- اختبار (HT) أنابيب GRP



- اختبار الهيدروستاتيكي



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

- تمتلك شركتنا القدرات الفنية لتقديم الخدمات التالية: -
التفتيش الروتيني والسنوي وإصدار الشهادات لما يلي وإصدار الشهادات ذات الصلة
- أ. غلايات تجريبية صناعية حريق وانايب مياه
 - ب. غلايات الضغط العالي لمحطة توليد الكهرباء.
 - ج. أوعية الضغط (الأبراج ، البراميل ، والمفاعل) أوعية الضغط السميكة الصناعية.
 - د. خزانات تخزين خاصة لصناعة النفط والغاز.
 - هـ. صهاريج تخزين (ثابتة ، سقف عائم ، مبردة) لصناعة النفط والغاز. أيضا قدرات كبيرة لخزان مياه
 - و. خطوط أنابيب النفط والغاز قطر صغير وكبير. ٤٨ " . ٥٦ " - ٦٠ " إلخ.
 - ز. أنابيب المياه وخطوط الأنابيب.
 - ح. فحص طلاء أعمال الأنابيب المدفونة.
 - خ. أنظمة الأنابيب لجميع انواعها
 - ي. أنظمة التخفيف بما في ذلك صمامات الأمان والتخفيف.
 - ك. المعدات الدوارة (المضخات والضواغط)
 - ل. المعدات الكهربائية الدوارة (توربينات ، محركات ، مولدات ، إلخ)
 - م. أنظمة ومعدات الحماية الكاثوليكية.
 - ن. أنظمة ومعدات مراقبة التآكل.
 - ق. أنظمة ومعدات مكافحة الحرائق وكشفها.
 - ص. أي عنصر آخر يتعلق بالسلامة
 - ف. اختبار البنية المجهرية

السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

خدمات هندسية

تقوم شركتنا بجميع عمليات الفحص والامتحانات والاختبارات اللازمة وفقا لنطاق العمل والتصميم الهندسي والمواصفات والرموز مع اجراء جميع الفحوصات الهندسية اللازمة لذلك يسجل ويجمع جميع وثائق ضمان الجودة / مراقبة الجودة لدورانها النهائي.

١. الأشعة السينية وأشعة كاما

٢. قياس السماكة

٣. سمك الطلاء

٤. اختبار صبغ الاختراق

٥. قياس الصلابة

٦. التفتيش البصري

٧. مقياس الاهتزاز ومحلل الاهتزاز

٨. اختبار الموجات فوق الصوتية

٩. الجسيمات المغناطيسية

١٠. كاشف يوم القيامة

١١. تحليلات المعادن

١٢. صندوق فراغ

١٣. اختبار هوائي

١٤. الرفع وحبل الرفع

١٥. كاشف الاشعاع

السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

إعادة تدوير نفايات الزيوت

يتم بيع ملايين اللترات من زيت التشحيم في العراق كل عام. بينما القليل من المحركات يحرق الزيت تماماً ، ينتج البعض الآخر مثل محركات السيارات والآلات كميات كبيرة من الزيت المستخدم الذي يمكن أعاد استصلاحه وإعادة استخدامها. قد يؤدي التخلص من الزيت المستخدم بطريقة خاطئة إلى تلويث الأرض والمياه والبنية التحتية نحتاج إلى استعادة أكبر قدر ممكن منه وإعادة تدويره. ضع في اعتبارك أن الأمر يتطلب لترًا واحدًا فقط من الزيت لتلويث مليون لتر من الماء وتغيير زيت السيارة مرة واحدة ينتج ٤ إلى ٥ لترات من الزيوت المستعملة. الشفار هي واحدة من الشركات القليلة في العراق التي لديها إمكانية إعادة تدوير نفايات الزيوت.



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

نقل وتركيب المولدات وتوفير مواد البناء



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

البناء والاعمار

الشفار لديها سجل حافل في البناء والمقاولات العامة داخل العراق. لقد أكملنا العديد من المشاريع المختلفة لكل من العراقيين الحكومة وحكومة الولايات المتحدة. فريقنا من المهندسين والعمال المهرة يجعل عملنا ناجحا بغض النظر عن حجم المشروع.



مصفي نفط

الشفار لديها القدرة على تقديم الفنيين والخبراء والقوى العاملة لإنشاء مصفاة لتكرير النفط بالترتيب لانتاج المشتقات النفطية ذات السعات المختلفة في مختلف المدن العراقية. هذا سوف يعطينا القدرة على تقديم أفضل خدمة أينما كانت في العراق وفق قانون الاستثمار العراقي.



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

التصنيع وإعادة التدوير

الشفار هي واحدة من أولى الشركات العراقية التي تعاقدت لبدء برنامج إعادة التدوير الذي يشمل الورق والبلاستيك والمعادن والمطاط. بالإضافة إلى ذلك ، قامت شركة الشفار بتجديد الأجهزة الكهربائية التي كانت كذلك إعادة بيعها في الأسواق المحلية بأسعار معقولة.

شركة الشفار هي شركة رائدة في إعادة تدوير الأجهزة الكهربائية والمعدنية والبلاستيكية وغيرها تقدم فرص عمل للعديد من العمالة العراقية الذين ساهموا في تطويرها وتأهيلها للقيام بعملهم في اتمامها بالطريقة المثلى.

تشمل إعادة التدوير إحضار المواد إلى موقع الشركة وفصلها وتجديدها وصيانتها لتستفيد منه ثم تباعها في السوق المحلي وتوفرها بأسعار منخفضة. كما يتم نقل المواد المعدنية الى المصانع العراقية مثل مصنع اربيل للصلب.



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

القوى والكهرباء

لدى الشفار القدرة على:

- لمعالجة وتركيب وصيانة مختلف أنواع / أحجام الآلات التي تولد الطاقة الكهربائية.
- القدرة على معالجة وتركيب وصيانة خطوط نقل الطاقة.
- القدرة على وضع دراسات وخطط لإيصال الكهرباء إلى جميع مناطق العراق تحديد مدى استهلاك المواطن.



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

مرافق تقطير مياه الصرف الصحي

الشفار لديها القدرة على تنفيذ وتخطيط مرافق التقطير في المدن التي يتراوح عدد سكانها من آلاف إلى ملايين.



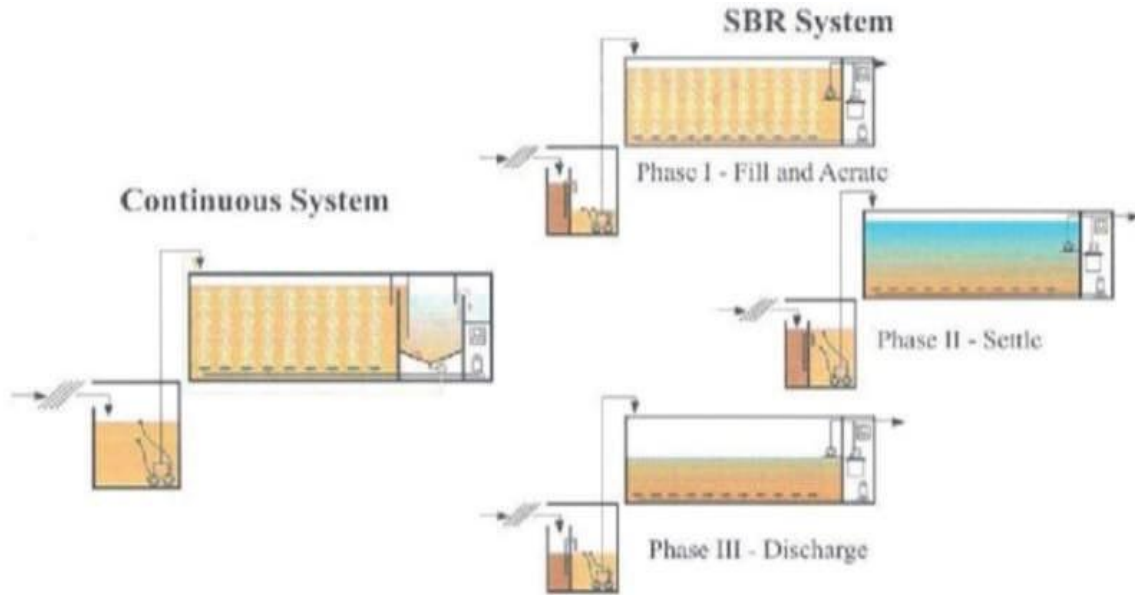
أحواض الترسيب وتكثيف المعدات
الشفار يعمل مع لشركات المصنعة التي تستورد المعدات
خصيصا لغرض إزالة الطين والرغوة داخل
أحواض الترسيب لمياه الصرف الصحي
محطات التقطير.

يسلط الضوء على هذه المنشآت

- انخفاض مستوى الضجيج دون رائحة هو شرط للمنشآت الصغيرة.
- تنتج أقل نسبة من الطين والتي تتطلب صيانة أقل.
- أقل تكلفة للتركيب

أنظمة تنقية المياه

تدرك الشفار أهمية جميع الآلات والمعدات المطلوبة لتنفيذ مشاريع تنقية المياه بنجاح بقدرة عالية لمياه الشرب من ٥٠ م^٣ / ساعة إلى ٢٥٠ م^٣ / ساعة.



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

مصنع الخرسانة

تنتج شركة الشفار العديد من الخلطات والمواد الخرسانية لأغراض مختلفة.

تقع المصانع على الممتلكات المملوكة لشركة الشفار مع معدات متعددة الأغراض والشاحنات والعمالة.

• الجدران على شكل T

• حواجز جيرسي

• حواجز كولورادو

• حواجز تكساس

• حواجز هيسكو



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشيفار

مصانع الأسفلت

AS تنتج خلطات إسفلتية متنوعة لأعمال بناء الطرق.

وتتملك شركة الشيفار معدات وشاحنات وعمالة متعددة الأغراض اللازمة لذلك .



السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

أعمال الطرق

أنجزت الشفار العديد من مشاريع الطرق المحلية على مدى السنوات العديدة الماضية باستخدامها مصانعنا المحلية وخبراء المواد على الموظفين.



نظرة عامة على قدرات الشفار

- ★ توريد معدات طبية / أدوية
- ★ إنتاج الخلطات الإسفلتية المتنوعة لأعمال بناء الطرق
- ★ بناء وصيانة الطرق والجسور
- ★ بناء الأرصفة وملحقاتها
- ★ تخطيط وتنفيذ شبكات الصرف الصحي
- ★ إنشاء مشاريع مياه الشرب وأنظمة تنقية المياه كاملة
- ★ تقديم خدمات إعادة تدوير المخلفات الصناعية
- ★ توريد وتركيب محطات توليد الكهرباء
- ★ تركيب خطوط نقل الكهرباء وصيانتها
- ★ تركيب وصيانة الطاقة والمولدات
- ★ هندسة وتنفيذ وصيانة مرافق تقطير المياه الاسنة
- ★ هندسة وصيانة أحواض الترسيب ومعدات التكثيف
- ★ تشغيل وصيانة مصانع التصنيع وإعادة التدوير
- ★ إنشاء المباني التجارية والوحدات السكنية المشتركة
- ★ تصنيع الجدران والطوب على شكل حرف T
- ★ إمدادات النفط والغاز وإنشاء مصافي النفط
- ★ حلول الإسكان المعيارية الجاهزة للاستخدام
- ★ خدمات دعم الحياة وكافة المستلزمات العامة
- ★ إعادة تدوير نفايات الزيوت
- ★ النقل لجميع البضائع (بري ، بحري ، جوي) خارج وداخل العراق

السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار

لمحة عامة

شركة الشفار هي شركة عراقية مقرها مدينة اربيل. وتكرتت تم تأسيسها مع عملائنا لخدمة الاحتياجات المتزايدة للمنظمات للخدمات والخدمات والتوريدات. **ASC** هي جزء من قدرات وخبرات خدمة شاملة لشركة الشفار ذ م م (العراق).

شكلت مجموعة الشفار بهدف تقديم حلول تجارية مبتكرة ومنتجات والخدمات المقدمة إلى الأمم المتحدة والحكومة العراقية والقطاع الخاص على حد سواء ، وكذلك غيرها وفي دول حول العالم. متخصصون في خدمات مثل التعليم والهندسة والنفط والغاز ،

والطاقة والكهرباء والتوريدات العامة وكذلك إعادة تدوير البلاستيك والمكملات الطبية. **ASC** يجلب

فريق إدارة نشط ومتنوع ، يتمتع بخبرة جماعية عديدة

والمعرفة في هذه الصناعات تمكننا من تقديم حلول اختيارية فعالة وذات كلفة مناسبة ، ولا سيما تلك التي يواجهها عملائنا العراقيون

مع تركيزنا على العلاقة طويلة الأمد مع العميل وهدفنا هو تجاوز

توقعات العميل والتزامنا بجودة الصنعة وخدمة العملاء الاستثنائية و خلق

بيئة عمل آمنة لا مثيل لها.

هذا الالتزام ، جنباً إلى جنب مع خبرتنا الواسعة ومواردنا وأدائنا السابق ،

يجعل **ASC** الاختيار الذكي في عراق دائم التغيير.

المحرك الأساسي الذي يقود الشركة تغذيه فكرة واحدة: "إذا لم نفعل ذلك

اعتني بعملائنا ، وسيقوم شخص آخر بذلك ". كان هذا الشعار هو المرشد

والضوء لتقديم منتجات عالية الجودة وبأسعار تنافسية ، في الوقت المناسب .



Al Shefar Group

مجموعة الشفار

للمقاولات والتجارة العامة وإعادة التدوير والخدمات النفطية

السيرة الذاتية للشركة

مقدمة موجزة عن مجموعة الشفار



المنتسبون الذين يشكلون الطرف ب
توقيع : قحطان كريم خلف
شركة: الشفار لخدمات النفط والمقاولات العامة
التاريخ: ٧ / 2021



المنتسبون الذين يشكلون الطرف أ
توقيع: محمد ميسر محمد صالح
الشركة: الشهم للخدمات الأمنية المحدودة
التاريخ: / / 2021

Initials Party B:

Initials Party A:



- أ. عدم تحمل الشروط المكتوبة للاتفاقية المذكورة أعلاه بإنصاف.
ب. عدم تعاون وتنسيق بعضهما البعض.



- ج. إثارة الشكوك / المشاكل غير الضرورية وما إلى ذلك .
د. عدم تسوية المدفوعات في الوقت المحدد .
هـ. عدم المحافظة على الشفافية والنزاهة والصدق.
خ. خلق مشاكل / دعاوى غير ضرورية بشكل مباشر أو غير مباشر .
ز. عدم القيام بالأعمال وفقاً لأخلاقيات العمل .

14- شك / سوء تفاهم: أي شك أو سوء فهم ينشأ بين الطرفين في أي مرحلة ، يتم تسوية ذلك عن طريق التفاهم المتبادل مع الحقائق والأرقام. لن يتم الترفيه عن مشاركة أي طرف ثالث .

15- الحق في الإضافة / التعديل: لكلا الطرفين الحق في إضافة أو حذف أو تعديل أي بند / شرط في هذه الاتفاقية مع تفاهمات مكتوبة متبادلة لجعل الاتفاقية أكثر كمالاً .

Initials Party B:

Initials Party A:



6- منهجية تقاسم الأرباح: يتم البت فيها كل حالة على حدة.



7- شروط الدفع: يجب أن يتم دفع أي منفعة لكلا الطرفين بمجرد إتمام المشروع أو الصفقة بنجاح / تسليمها للعميل المعني واستلام المبلغ بالكامل من العميل المعني على الفور عن طريق الكاش / الصك ، حسب أكثر راحة من قبل الطرفين في غضون 15 يوم عمل كحد أقصى ؛

8- دور كلا الطرفين: يكون كلا الطرفين أو من ينوب عنه مسئولين عن إعداد المستندات التجارية عالية الجودة التالية مثل:

أ. اتصال مباشر

ب. المستندات اللازمة لإجراء العناية الواجبة لكل جهة اتصال وصفقة

ج. خطة تطوير الأعمال

د. تقرير دراسة الجدوى

9- الإجراء: يتفق الطرفان على الدخول في هذا المشروع المشترك لهيكله مراحل مختلفة من وحدات التعاون المختلفة في العالم

10- المعايير: يجب أن يتبع الطرفان بدقة المعايير الدولية أو علامات الأداء ، والمعايير في إعداد وثائق الأعمال أو المشروع بما في ذلك معايير النظام الدولي لإعداد التقارير المالية (IFRS) لتقديم مستندات الجودة المقبولة لأي مؤسسة بنكية / مالية. / المؤسسات الخاصة / المؤسسات الحكومية وما إلى ذلك .

11_ سجلات المشروع: يجب على الطرف الثاني أو من ينوب عنه الاحتفاظ وتحديث جميع السجلات بما في ذلك العملاء والمشروعات والأرباح والخسائر وما إلى ذلك ، بطريقة عادلة وشفافة وستكون مفتوحة للمراجعة / المراجعة من قبل الطرف الأول في أي وقت بفترة قصيرة. تنويه.

12- إنهاء الاتفاقية: ستكون هذه الاتفاقية قابلة للإنهاء من قبل الطرفين مع فترة إشعار مدتها 3 أشهر وتسوية جميع المعاملات والمسائل المالية والأعمال المتعلقة والمشاريع والحسابات وما إلى ذلك .

13- الأسباب الرئيسية لإنهاء الاتفاقية:

Initials Party B:

Initials Party A:



اتفاقية المشروع المشترك

شركة الشهم الأمنية للخدمات الأمنية المحدودة. القيد رقم 157 الكائن في العراق - بغداد - الكرخ - حي الحسين ويمثله السيد محمد ميسر محمد صالح جواز سفر العراقي (A16159170) ساري المفعول حتى 2027/7/24. مخول لغرض اتفاقية المشروع المشترك (المشار إليه فيما بعد باسم "الطرف أ").

مجموعة الشفار لخدمات النفط والغاز والمقاولات العامة وإعادة التدوير رقم الأعمال العراقية 047 TIKIT: الكائنة في أربيل - شقق إمباير الملكية A7-18 ، يمثله السيد قحطان كريم خلف جواز سفر العراقي (A7996827) مخول لغرض اتفاقية المشروع المشترك (المشار إليه فيما بعد باسم "الطرف ب").

وافق الطرفان طواعية على الشروط والأحكام التالية:

- 1- حسن النية: توصل الطرفان إلى هذه الاتفاقية بثقة عادلة لبناء علاقة تجارية طويلة الأمد .
- 2- تشغيل الشركة: يتعاون الطرفان بشكل كامل وينسقان مع بعضهما البعض لتشغيل المشروع المشترك بنجاح.
- 3- الإنصاف: اتفق الطرفان على تحمل الشروط والأحكام المذكورة أعلاه بإنصاف دون أي انتهاكات جسيمة بأي شكل من الأشكال.
- 4- مدة الاتفاقية: هذه الاتفاقية سارية في البداية لمدة عشر (10) سنوات من تاريخ تنفيذها ويتم تجديدها تلقائياً وفقاً لرغبة كلا الطرفين.
- 5- طبيعة المشروع: اتفق الطرفان على العمل / التعاون / والاستثمار في مجالات ومجالات مختلفة من المشاريع مثل: الأمن ، والخدمات الهندسية ، والنقل ، ومصفاة النفط، والمقاولات، والتصنيع وإعادة التدوير ، إلخ.

Initials Party B:

Initials Party A:



اتفاقية المشروع المشترك

شركة الشهم الأمنية للخدمات الأمنية المحدودة. القيد رقم 157 الكائن في العراق - بغداد - الكرخ - حي الحسين ويمثله السيد محمد ميسر محمد صالح جواز سفر العراقي (A16159170) ساري المفعول حتى 2027/7/24. مخول لغرض اتفاقية المشروع المشترك (المشار إليه فيما بعد باسم "الطرف أ").

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Initials Party B:

Initials Party A:



Al Shefar Group





Joint Venture Agreement

Alshahm security company for security services LTD; Registration No. 157, located in Iraq- Baghdad-alkarkh – al Hussein district represented by Mohammed myaser mohammedsalih Iraqi passport (A16159170) valid to 07/24/2027; authorized for the purpose of this Joint Venture Agreement (hereinafter referred to as "Party A").

Alshafar group oil and gas services, trading general contraction and recycling Iraqi business number TIKIT:047 located in Erbil –empire royal apartments A7-18, represented by qahtan Kareem khalaf Iraqi passport (A7996827) valid to 15/02/2023 authorized for the purpose of this Joint Venture Agreement (hereinafter referred to as "Party B").

Both the Parties have voluntarily agreed the following Terms & Conditions:

- 1. Good Faith:** Both Parties have made this Agreement with good fair trust to build the long-term Business relationship;
- 2. Co. operation:** Both Parties have fully cooperate & coordinate each other to successfully run the joint venture Business work efficiently;
- 3. Fairness:** Both Parties agreed to withstand fairly on the above terms and conditions without any gross violations in any way;
- 4. Duration of Agreement:** This Agreement is valid initially for ten (10) years from the date of its execution and automatically renewed subject to both party's willingness.
- 5. Project nature:** both parties agreed to work / cooperate/ and invest in different areas and fields of projects such as : security , engineering services , transportation , oil refinery , constriction , manufacturing and recycling etc.;
- 6. Profit sharing Methodology:** to be decided case by case;
- 7. Payment Terms:** the payment of any benefit for both parties should be done once the project or the deal has been successfully completed/ delivered to concerned Client and full amount has been received from the client concerned immediately by Cheque/Cash as per the most convenience of both parts Within 15 working days' maximum;
- 8. Role of both Parties:** The both Parties or his Representative shall be responsible to prepare the following quality Business Documents such as:
 - a. Direct contact**
 - b. Necessary documents to make the due diligence for each contact and deal**
 - c. Business Development Plan**

Initials Party B:

Initials Party A:



d. Feasibility Study Report



9. **Procedure:** The parties agree to enter into this Joint venture to structure various stages of different Cooperation modules in the global
10. **Standards:** The parties shall strictly follow the international standards or bench marks, parameters in preparing the Business or Project Documents including International Financial Reporting System (IFRS) standards to deliver the quality documents acceptable to any Banker/Financial Institution/Private Institutions/Governmental Institutions etc.;
11. **Project Records:** The 2nd Party or his Rep. shall maintain and update all the records including Customers, Projects, P&L etc., in a fair and transparent manners and will be open to 1st Party's review/audit at any time with a short notice;
12. **Termination of Agreement:** This Agreement will be terminable by both the Parties with a notice period of 3 months and settled all the transactions, money matters, pending works, projects, Accounts etc.;
13. **Key reasons for Termination of Agreement:**
 - a. Not withstand fairly on the above agreement written terms;
 - b. Not cooperation and coordination each other;
 - c. Raising un-necessary doubts/problems etc.;
 - d. Not settle the payments on time;
 - e. Not maintain the transparency, integrity and honesty;
 - f. Creation of un-necessary problems/litigations directly/indirectly;
 - g. Not doing the business following the Business Ethics;
14. **Doubt/Misunderstanding:** Any doubt, or misunderstanding arises between the both Parties at any stage, this shall be settled by mutual understanding with facts & figures. No 3rd Party's involvement will be entertained;
15. **Right to Add/modification:** Both parties have right to add, delete or modify any clause/condition in this Agreement with mutual written understandings to make the Agreement more perfect

Initials Party B:

Initials Party A:

AL-SHAHM COMPANY

For Security Services



Associates constituting Party B

Signed by: qahtan Kareem khalaf
alshefar CO. For Oil Service
and General Contracting

date: 23 / 6 / 2021



Associates constituting Party A

Signed by: Mohammed myaser
Alshahm CO. for security service LTD.

date: 23 / 6 / 2021

Initials Party B:

Initials Party A:



EXECUTIVE SUMMARY

The technical submission addresses the security requirements necessary to safely conduct operations for the client within Iraq.

The projected security services comprise of Local National (LN) security staff for project management Personnel and mobile security teams, AL-Shahm Security Company (ASHCO) and ASHCO Security will show within this bid a turnkey solution.

ASHCO and ASHCO are privately owned companies licensed to conduct security services in Federal Iraq and Kurdistan region of Iraq, with the headquarters and operations office based in Baghdad and Erbil, Iraq.

The company owners use their local influence to ensure a reduction in CSR issues, local hierarchy protocols are followed to guarantee all villages benefit from projects.

ASHCO business plan and methodology changed in 2016 to align itself with Best Practice and International Standards. An overhaul of the Security Operation Management System (ASHCO) was completed in 2017 and externally audited for ISO 18788:2015, PSCI and ISO 9001:2015. ASHCO are proud to be the first owned company to achieve all three certifications, it is important to prove that local companies can also conduct business to an international standard. This is used by ASHCO and ASHCO for all security projects and has completed its yearly audits by MSS Global to ensure adherence to the company's current standards. The company is currently being vetted by The International Code of Conduct Association (ICoCA) which is another step for companies to show its commitment to professionalism.

Both companies have the same values in relation to employment; current projects are running at 98% LN employees and the senior management believe the enthusiasm and willingness to be trained will increase the percentage to 100% in the future.

The companies have conducted security services that are required by the client, in 2017 the company

Employed over 140+ security personnel, although this number has reduced, the company still uses the same management system which has been proven for larger contracts.

AL-SHAHM COMPANY

For Security Services



COMPANY GROUP STRUCTURE

ASHCO are affiliated company which enables a complete coverage of Iraq for security services. ASHCO Security Company conducts business separately with their own management personnel and system although some functions within ASHCO are used in ASHCO under a Joint Venture mandate such as HR , when these functions are Used ASHCO policy's, plans and procedures are adhered to.

Technical Information.





LEGAL DOCUMENTATION

ASHCO has a valid operating license for Federal Iraq and ASHCO has all the relevant documentation to operate in Iraq which is attached at Annex B. The companies are in line with current local laws, directives and regulations for Iraq. Any gaps within the local laws, directives and regulations for accreditation standards adopted have been bridged using official documents from other countries such as the United Kingdom's Bribery Act 2010.



ACCREDITATIONS:

In 2017 ASHCO started a full rewrite and implementation of a Security Operation Management System (SOMS) and in August 2017 completed external audits by MSS Global to standards ISO9001:2015, ISO18788:2015 and ANSI/ASIS PSC-1:2012. Since being awarded MSS Global have conducted two more

Surveillance audits confirming continual adherence to these standards, all certificates have been added to annex C.

SOMS is the company's QMS, ISO9001:2015 is more process based than the previous 2008 standard, which is the Plan, Do, Check, Act cycle. Having remote projects it is imperative that all employees work to the most up to date policy, plans and procedures to ensure this happens and auditable ASHCO have an online platform where individuals have their own log in details. Senior management has access to the platform summary which shows when and what date documents were last read or used, this platform snippet has been added at annex D



COMPANY HQ MANAGEMENT BIO'S

CHRIS BYRNE, non-executive director of Al-Shahm Security Company has over 15 years' experience of managing security operations and providing first class corporate, personal and asset protection to NGOs and clients in the oil and gas sector across the Middle East and North Africa, - following a successful career in the British Armed Forces.

Chris started his career with ASHCO as a Deputy Security Coordinator on a project in 2014, in 2016 he moved to Baghdad HQ as the Operations Manager and started the process to change the company's operational capabilities. In January 2017 Chris took a new appointment within the company as Country

Manager, since this appointment he has set up a new HQ office in Baghdad, employed a management team, implemented a new Security Operational Management System and achieved ISO9001:2015, PSC1 and ISO18788:2015 certification using a United Kingdom specialist audit company, MSS Global. In 2019 he became the Chief Operations Officer of the parent group with the responsibilities of all the group entities and affiliated companies which include ASHCO.





MAHMOUD TAHA, Security Operations Manager, has over a decade of security management experience within Iraq. Starting off his career as a team leader for one of the most successful companies of its time. He soon moved into a project management position where he mobilized new contracts and managed projects, ensuring the contract ran contractually correct and within budget.

Throughout his career he has predominately worked with him the Oil and Gas sector, the wealth of knowledge and liaison capabilities to Government level has made him a valuable asset to each company he has work for.

In 2017 he became the lead for implementing the operations function for ASHCOs' new management system, during this time he completed an external auditors course by MSS Global as part of his career development this enabled him and the company achieve its accreditations

JAMES MYALL, Project Manager/Team Leader. During his 26 years Regular and Reserve career within the British Army, with active service in Northern Ireland and Afghanistan. He carried out various roles during training and operational duties. Serving in the Infantry he gained the rank of Corporal after completing the Infantry Section Commanders Battle Course (SCBC) where he performed as a section commander of an eight-man rifle section during home service and on operational tours.

In 2010 he managed three UK national transport and distribution sites as Project Security Manager for a large haulage company. In 2011 he performed as a Project Security Manager for a construction project within the Ministry of Defense in Dorset, UK, overseeing all security aspects on two large construction projects.

In 2013 he entered the private security sector where he would deploy to Southern Iraq as a 2ic/medic within the Oil & Gas industry. During his initial two years with Gulf shield Security Company, he took up numerous roles within the company, including Team Leader, Operations Coordinator and client Security Manager, managing security staff and clients directly.

AL-SHAHM COMPANY

For Security Services





PROJECT SOPS

SOP's are formulated using the information given from the client, initial meeting between the clients point of contact for security and senior management from ASHCO gives core information to enable draft copies of SOP's. Each individual client has their own process that must be adhered to, also ASHCO have to ensure the SOP's are not breaching any of its own policy's. SOP's must be signed off by the client and any changes would follow ASHCO procedure using a change form, the ownership of these document will fall under the responsibility of the project manager, examples of SOP's have been attached in annex H ,Contractor Supplied Materials and Equipment.





VEHICLES

The companies have a fleet of vehicles and will hire some for this project. The company has used the same supplier for all projects since 2017, as of date of writing this bid supplier currently has 15 + B6 and 9 Land cruiser soft skin vehicle for hire. These vehicles will be no more than two year old, this is more cost effective due to older/higher mileage vehicle requires a higher maintenance package. The agreement with the hire company, currently in place for other projects, if an issue with any vehicle it would be replaced immediately.



AL-SHAHM COMPANY

For Security Services



TRACKING

The companies currently use Sicuro, <https://www.sicuro.technology/> for its tracking system. The tracking solution recommended by Sicuro matches standard parameters used within Iraq. Initial set up is completed by Sicuro for vehicles, they have a 24/7 operations room that can be contacted if any issues arrive. The automatic system for incident alarm is sent via e-mail and SMS to the point of contacts given by the client and ASHCO.





COMMUNICATIONS EQUIPMENT

Sourced from a local company, the company has been vetted to ensure they can provide all equipment, the company also provides technical services.





MEDICAL EQUIPMENT

All medical equipment is purchased locally as much as possible, specific equipment that are not compliant to BS standard will be purchased overseas.



AL-SHAHM COMPANY

For Security Services



CLOTHING

Clothing will be purchased locally as per specifications.





WEAPON AND AMMUNITION

Sourced locally and vetted through the MOI to ensure weapons can be legally bought and registered to

ASHCO, Only reputable dealers are registered on the company vender list, a weapons and ammunition policy note is added to the general procurement policy.



AL-SHAHM COMPANY

For Security Services



TACTICAL EQUIPMENT

Purchase locally as much as possible, other equipment that does not much specification will be purchased overseas





INCIDENT REPORTING & INVESTIGATION

HSE policy states that all incident must be reported using form HS-iHQ-FI\I-54, annex M, this form is forwarded to the senior management where an investigation will begin. The incident register has been attached in annex IVI but due to the size of this document only headers have been added, this can only be open and closed by the senior management. The Route, cause and analysis is documented on this summary, wittiin the investigation a review of company policy, plans and procedures may be needed, if any changes are need ASHCO change control form is completed. Any changes within the management system the in house security training team are responsible to brief/train all employees on this change.





HSE SECTION

ASHCO HSE policy, annex I, is integrated into the company's Security Operations Management System (SOMS) which includes the risk assessment procedures and reporting chain. A copy of the company's.

HSE statistics have been added after the HSE policy. PPE requirements are adhered to as per contract, standard security PPE guidelines are followed by ASHCO in accordance to the environment of the project.



Fitness to work procedure is written within the company's recruitment policy, generally ASHCO follow the client's requirements. Any requirements from the client outside ASHCO policy can be discussed and implemented before contract signing.

ASHCO does not have stand-alone transportation procedures, these procedures incorporate policies and procedures from the management system, 'action on' procedures have been added to the annexes. It is the intention of the company to meet with the client for the procedure to book mobile team.

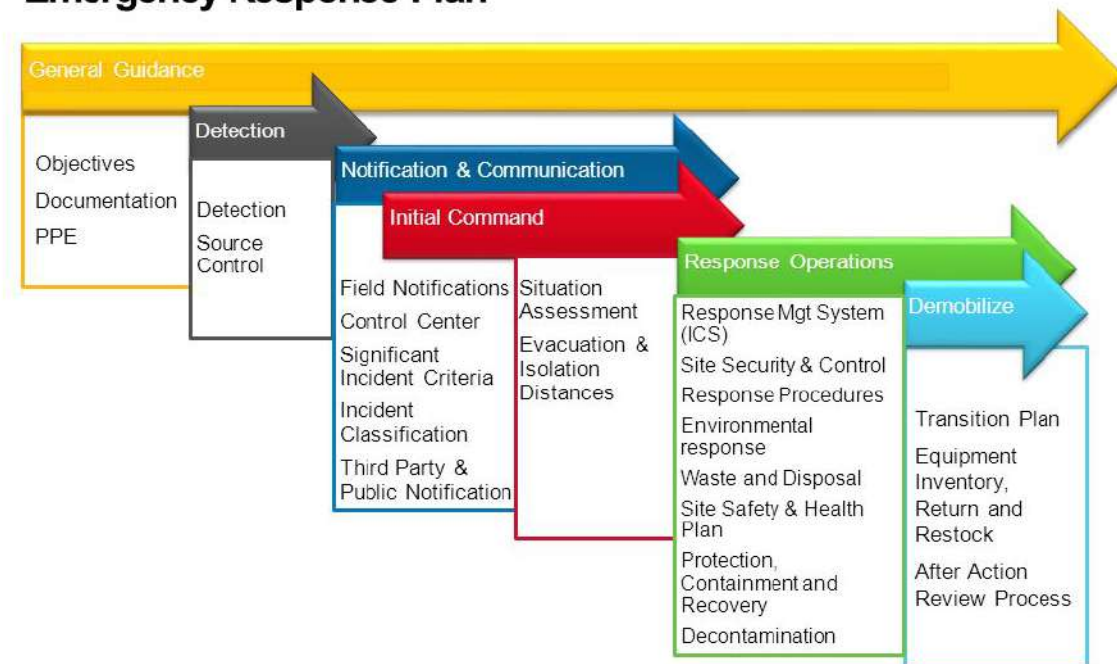


EMERGENCY MANAGEMENT PLAN

A draft Emergency Management Plan (EMP) has been attached in the annexes, this incorporates the Emergency Response Plan (ERP), Crisis Management Plan (CMP) and Medical Emergency Response Plan

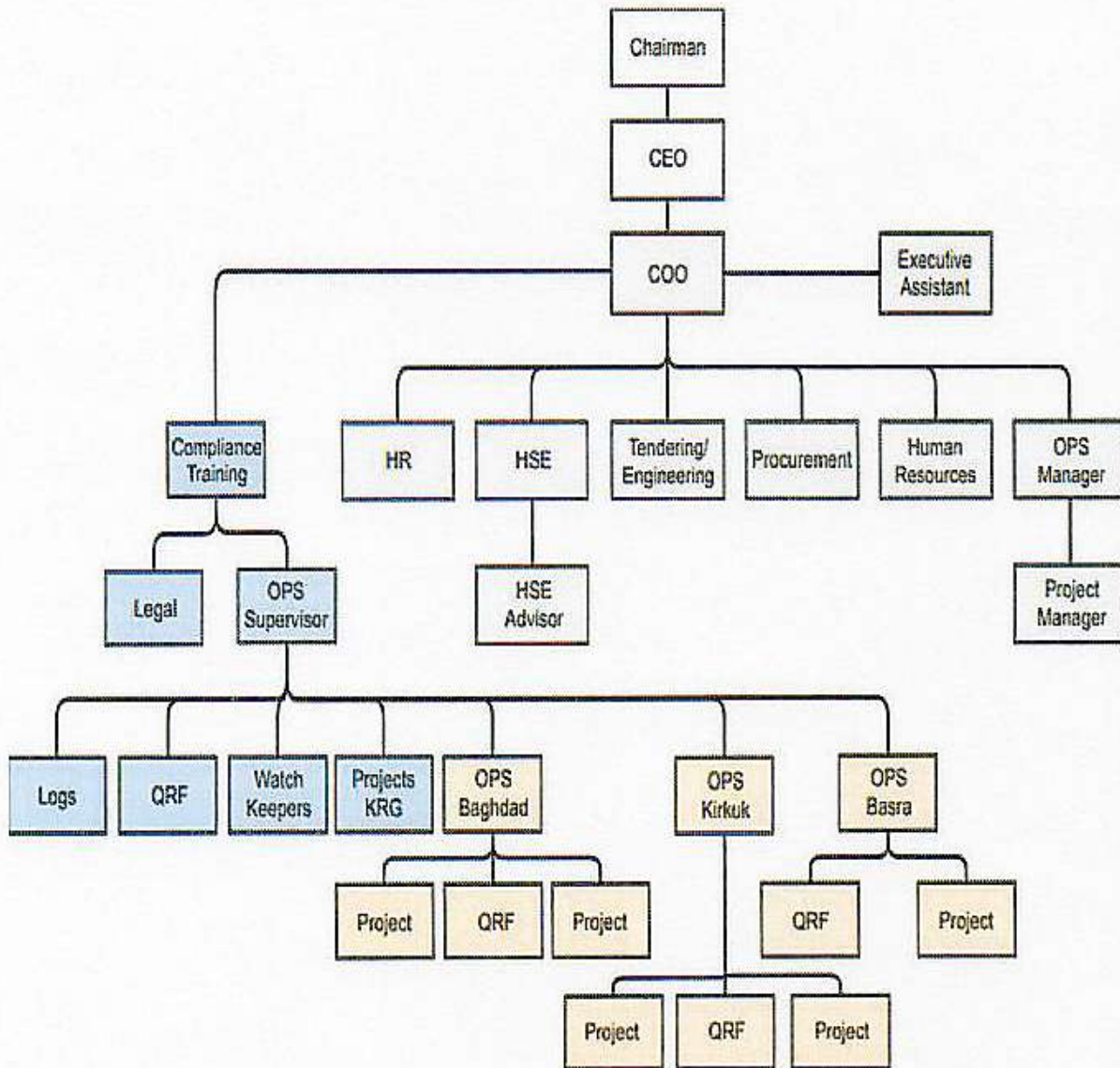
(MERP). As stated within the EMP it is imperative that this plan is linked with the clients internal documentation, a gap assessment would be conducted and ASHCO EMP would be adjust to conform to this. EMP's are client specific and are confidential to each project, the EMP attached is currently in draft until all information is received.

Emergency Response Plan





Annex A-All Company Organigram





REPUBLIC OF IRAQ
Ministry of Trade

العدد ٢٥٧٠٠
التاريخ: ١٢/١١/2017م



جمهورية العراق
وزارة التجارة
دائرة تسجيل الشركات
قسم تسجيل الشركات المرشحة



شركة/ التهم لتقنيات والحراسات الامنية / محدودة المسؤولية
ورسالها/ (1000,000,000) مليار دينار
بواسطة الوكيل/ محمد موير محمد صالح /الموصل-القيصرية-حي دوزين

نوبل بطلبه الشهادة المرقمة م. ش. ١-02-٢٠١٧ في ١٧/١١/2017 المتضمنة تأسيس الشركة أعلاه وفقاً لأحكام الماد (21) من قانون الشركات رقم (21) لسنة 1997 المعدل واثنين مراعاة قانون السكن وأن تكون مقرات الشركات في المناطق التجارية (غير السكنية) على أن يتم مراجعة الجهة ذات الاختصاص للحصول على اجازة ممارسة

المهنة 0 مسج التغيير 000

المرافقات :

شهادة تأسيس الشركة

نسخة منة الي:

- وزارة الداخلية /وكالة الوزارة لشؤون الاستخبارات والتحقيقات الاتحادية/مديرية الاستخبارات وحفظة الاوراق/قسم استخبارات الشركات
- وزارة التخطيط /
- البنك المركزي / للمصرفية والائتمان
- مصرف بابل/كثابكم المرقم 6/3322 في 19/10/2017 على ان لا يتم اطلاق الوثيقة الا بعد تصديق قرار التأسيس من قبل دارالرقا وباتصال من قبلنا
- الشركة العامة للمعارض والخدمات التجارية / قسم الاستيراد
- الهيئة العامة للضرائب /الشركات
- اتحاد الغرف التجارية العراقية / كثابكم ذي العدد 5066 في 22/8/2017
- غرفة تجارة بغداد
- نقابة المحامين
- دائرة القاعد والحصان الاجتماعي / ارباح الشركات
- التوثيق والمعلومات

هـ/ مسجل الشركات

نور عادل ياسين

التفصل بالطلب... مع التغيير



شركة الشهم للخدمات والحراسات الامنية محدودة المسؤولية

رأس مالها (١٠٠٠,٠٠٠,٠٠٠) مليار دينار

العراق - بغداد - المنصور - قرب حسينية ال البيت - م/٦٠٣

- ١١/٥ - ٢٩/٥

محضر اجتماع تأسيسي

بتاريخ ٢٠١٧/٤/١٤

بناء على الدعوة الموجهة من قبل المؤسسين بتاريخ ٢٠١٧/١١/٤٨ فقد انعقد اجتماع الهيئة العامة للشركة في الساعة العاشرة من صباح يوم ٢٠١٧/٤/١٤ في مقر الشركة الكائن في اعلاه وقد حضر الاجتماع كافة مساهمي الشركة الذين يمثلون كافة اسهم الشركة وقد ترأس الاجتماع السيد (محمد ميسر محمد صالح) ونظرا لحصول النصاب القانوني للاجتماع فقد قررت الهيئة العامة بالإجماع مايلي:-

اولاً: تعيين السيد (محمد ميسر محمد صالح) مديراً مفوضاً للشركة ومنحه كافة الاختصاصات والصلاحيات اللازمة لتمشية أعمال الشركة والتوقيع نيابة عنها وكما يلي:-

أ - فتح الحسابات الجارية لدى المصارف المجازة في العراق وإيداع المبالغ فيها وسحبها وقبضها وفتح الاعتمادات المستندية وغير المستندية والتوقيع على أوراقها ومستنداتها واستماراتها وعقودها وتعديل الاعتمادات وإلغائها وتخليص مستندات الشحن ودفع أرباحها وتسليمها المتعلقة بنشاطها.

ب - سحب الأوراق التجارية وتوقيعها وتظهيرها وخصمها لدى المصارف وقبض مبالغها وقبول كافة الحوالات الممنوحة لها من قبل المصارف وتوقيع عقودها المتعلقة بنشاطها وخطابات الضمان والتوقيع على عقودها وأية عقود أخرى تتطلبها أعمال الشركة وتوقيع العقود والمستندات والأوراق المقتضية لذلك وفتح حسابات التوفير والإيداع فيها والسحب وقبض مبالغها وتوقيع عقودها وتأجير الخزائن الحديدية لدى المصارف وغيرها وتوقيع أوراقها وعقودها وكذلك تأجير صناديق البريد.

ج - توقيع كل ما يتعلق بأوراقها ومستنداتها وعقودها المتعلقة بنشاطها والحضور الى المصرف لفتح الخزائن الحديدية واستلام محتوياتها وإيداع الودائع النقدية الثابتة والوقفية لدى المصارف المجازة في العراق وسحبها وقبض مبالغها مع فوائدها وإيداع البضائع في المستودعات واستعادتها وتسليمها وبيع وشراء الأموال المنقولة بعد موافقة الهيئة العامة على اختلافها وتوقيع عقودها وكافة أوراقها وتسجيلها لدى الدوائر الرسمية المختصة .



عقد تأسيس

شركة الشهم للخدمات
والحراسات الامنية المحدودة

رأس مالها (١٠٠٠,٠٠٠,٠٠٠) مليار دينار

نظم العقد من قبل
الحامية: رنا رعد سلمان



محدد تأسيس

شركة الشهم للخدمات والحراسات الأمنية المحدودة

رأس مالها (1,000,000,000) مليار دينار

أولاً: الاسم / شركة الشهم للخدمات والحراسات الأمنية المحدودة
ثانياً: مركز الشركة / العراق / بغداد - ولها الحق فتح الفروع داخل العراق وخارجه.
ثالثاً: غرض الشركة وطبيعة العمل : المساهمة في استثمار رؤوس الأموال في مجال تقديم الخدمات الأمنية للقوافل التجارية والمدنية والأشخاص الطبيعية والمعنوية بما فيها الممتلكات المنقولة وغير المنقولة وطرق المواصلات والمطارات وحماية الطائرات والمرافق السياحية وشركات السفر والسياحة وتوفير الأمن للسفارات والملحقيات وللأشخاص العاملين فيها وحراسة المباني العامة والخاصة والمصارف العامة والخاصة والشركات والمناطق ومحطات الوقود والدوائر الرسمية والخاصة.
وللشركة في سبيل تحقيق غرضها ونشاطها القيام بما يأتي :-

١- تملك الأموال المنقولة اللازمة لتحقيق نشاطها ((من وسائل نقل مختلفة وعدد أدوات والآلات ومكان الاجهزة والمعدات ذات العلاقة بنشاطها بما فيها قطع السلاح والستر الواقية)) وأجراء كافة التصرفات القانونية عليها وفق القوانين النافذة أو التي تحل محلها .

٢- تملك الأموال المنقولة وغير المنقولة / وأجراء كافة التصرفات المسموح بها قانوناً

٣- القيام بكافة المعاملات المالية المسموح بها والتعامل مع كافة المصارف المجازة

٤- مزاولة جميع الأعمال المسموح بها قانوناً وفق حاجة الشركة ومصصلحة المساهمين وبما ينسجم مع القوانين النافذة

٥- تملك براءات الاختراع وتسجيلها باسم الشركة لدى الجهات المختصة وحق تملك العلامة التجارية التي تراها مناسبة

٦- شراء وتأجير مختلف وسائل النقل والأدوات والمخازن الملحقة والمتممة لها والتي تدخل في أغراض الشركة

٧- الاشتراك مع الأشخاص الطبيعية والمعنوية وبالشكل الذي تراه مناسباً لتحقيق هذه الأغراض بما في ذلك تأسيس الشركات والاندماج فيها وشراء أسهمها والسندات والاكتاب فيها عدا الشركات التضامنية مع مراعاة أحكام القوانين النافذة بهذا الخصوص



٨- للشركة الحق في فتح الاعتمادات والحسابات التجارية لدى المصارف وان تنشى او تسحب او تنقل او تصرف بأي صورة أخرى للأوراق التجارية والسندات القابلة للتداول والأوراق المالية الأخرى من كمبيالات وحوالات وسندات شحن وغيرها مهما كان نوعها .

٩- الاستفراض من الجهات الرسمية والمصارف والشروط التي تراها مناسبة سواء مقابل رهن موجودات الشركة أو بدون ذلك

١٠- القيام بكافة الأعمال والإجراءات القانونية التي تراها لازمة او مناسبة لتسهيل تحقيق نشاطها

١٣- توظيف الكفاءات والإمكانات الأمنية والفنية لتأمين الحراسة والحماية الشخصية للأفراد والمؤسسات والشركات والمشاريع قيد التنفيذ العربية والأجنبية والعراقية.

١٤- الدخول في نطاق توفير الخدمات الأمنية من حماية للقوافل التجارية والمدنية و للمنازل والمصانع والمزارع الأهلية والمعارض الحكومية والأهلية والدوريات الآلية والبحرية والجوية.

١٥- حماية وحراسة أبراج الاتصالات والبث الإذاعي والتلفزيوني والأنابيب وكذلك حماية الحراسات والسيارات والقطارات الحكومية والأهلية.

١٦- التحكم بنقاط دخول وخروج الأفراد من المنشآت الحكومية والأهلية.

١٧- ولها الحق في أن تعقد جميع أنواع العقود وتدخل في مختلف التعهدات والمزايدات او المناقصات أو المفاوضات مع الأشخاص المعنوية للدوائر والمؤسسات والشركات التابعة للدولة وكذلك مع الأشخاص الطبيعية والمعنوية ويقدر تعلق الأمر بأهداف ونشاط الشركة طبقاً للقوانين والتشريعات المرعية النافذة

١٨- للشركة إقامة الدورات التدريبية الاختصاصية في مجال الحماية الامنية .



رابعاً - رأس مال الشركة :
رأسمال الشركة ((١٠٠٠,٠٠٠,٠٠٠)) مليار دينار مقسمة إلى
((١٠٠٠,٠٠٠,٠٠٠)) مليار سهم قيمة السهم الواحد دينار واحد

خامساً - المؤسسون :
نحن المؤسسون الموقعين في القوائم المرفقة طياً قررنا تأسيس الشركة المبين اسمها ورأس مالها
أعلاه ، وقد حولنا المحامية رنا رعد سلمان للقيام بعملية تسجيل الشركة لدى دائرة تسجيل
الشركات ومراجعة أية دائرة أخرى تتطلبها عملية التسجيل

القائم بالتسجيل
المحامية :- رنا رعد سلمان
العنوان/العراق- بغداد - الحارثية -
عمارة الجوراني
هـ: ٠٧٧١٧٤٦٩١٤٧



شركة الشهم للخدمات والحراسات الامنية محدودة المسؤولية

رأس مالها (١٠٠٠,٠٠٠,٠٠٠) مليار دينار

العراق - بغداد - المنصور - قرب مول المنصور

محضر اجتماع الهيئة العامة

المنعقد بتاريخ ٢٠١٨/٩

بناء على الدعوة الموجهة من قبل المؤسسين بتاريخ / ٢٠١٨ فقد انعقد اجتماع الهيئة العامة للشركة في الساعة العاشرة من صباح يوم / ٢٠١٨ في مقر الشركة الكائن في اعلاه وقد حضر الاجتماع كافة مساهمي الشركة الذين يمثلون كافة اسهم الشركة وقد ترأس الاجتماع السيد (محمد ميسر محمد صالح) ونظرا لحصول النصاب القانوني للاجتماع فقد قررت الهيئة العامة بالاجماع مايلي:-

اولاً: استمرار تعيين السيد (محمد ميسر محمد صالح) مديراً مفوضاً للشركة ومنحه كافة الاختصاصات والصلاحيات اللازمة لتمشية أعمال الشركة والتوقيع نيابة عنها وكما يلي:-

أ - فتح الحسابات الجارية لدى المصارف المجازة في العراق وإيداع المبالغ فيها وسحبها وقبضها وفتح الاعتمادات المستندية وغير المستندية والتوقيع على أوراقها ومستنداتها واستماراتها وعقودها وتعديل الاعتمادات وإلغائها وتخليص مستندات الشحن ودفع أرصدها وتسليمها المتعلقة بنشاطها.

ب - سحب الأوراق التجارية وتوقيعها وتظهيرها وخصمها لدى المصارف وقبض مبالغها وقبول كافة الحوالات الممنوحة لها من قبل المصارف وتوقيع عقودها المتعلقة بنشاطها وخطابات الضمان والتوقيع على عقودها وأية عقود أخرى تتطلبها أعمال الشركة وتوقيع العقود والمستندات والأوراق المقتضية لذلك وفتح حسابات التوفير والإيداع فيها والسحب وقبض مبالغها وتوقيع عقودها وتأجير الخزائن الحديدية لدى المصارف وغيرها وتوقيع أوراقها وعقودها وكذلك تأجير صناديق البريد.

ج - توقيع كل ما يتعلق بأوراقها ومستنداتها وعقودها المتعلقة بنشاطها والحضور الى المصرف لفتح الخزائن الحديدية واستلام محتوياتها وإيداع الودائع النقدية الثابتة والوقفية لدى المصارف المجازة في العراق وسحبها وقبض مبالغها مع فوائدها وإيداع البضائع في المستودعات واستعادتها وتسليمها وبيع وشراء الأموال المنقولة بعد موافقة الهيئة العامة على اختلافها وتوقيع عقودها وكافة أوراقها وتسجيلها لدى الدوائر الرسمية المختصة .

د - تعيين الموظفين والعمال وضبطهم وانضباطهم وفصلهم وتحديد أجورهم ومخصصاتهم في إدارة الأعمال المناطة بهم مع مراعاة أحكام قوانين العمل المرعية في العراق.

AL-SHAHM COMPANY

For Security Services



Republic Of Iraq
Federation Of Iraqi Chambers Of Commerce
Baghdad Chamber Of Commerce
AL-SHAHM FOR SECURITY SERVICES CO.L.L

Manager : MOHAMMED MYASAR MOHAMMED SALIH
Number / Type : 4876 / Excellent
Activity : Protection and guarding

Trade Number : 303430 - 2018/01/24
Reg. Date : 2018/01/24 Exp.Date : 2019/12/31

جمهورية العراق
اتحاد الغرف التجارية العراقية
غرفة تجارة بغداد
شركة الشهم للخدمات والحراسات الامنية المحدوده

المدير المفوض : محمد ميسر محمد صالح
الرقم / الصنف : 4876 / ممتاز
تاريخ الإنتساب : 2018/01/24
النشاط : الحماية والحراسه

رئيس الغرفة
جعفر زبون التمدائن
التجديد : 2018/01/24
الغاية : 2019/12/31

وزارة المالية
الهيئة العامة للضرائب
قسم الشركات
الهوية الضريبية للشركات

الرقم الضريبي : 901015538
اسم الشركة : الشهم للخدمات والحراسات الامنية المحدوده
النشاط : ختية

اسم المدير المفوض : محمد ميسر محمد صالح
عنوان الشركة : بغداد / كفاءه الكرخ / حي المنصور

تاريخ النشاط : 11/2017
تاريخ الامتياز : 03/2019
تاريخ العقد : 03/2022

switch
5115 9365 8540 8327
03/22
MOHAMMED M S
397
mastercard
AUTHORIZED SIGNATURE

الهوية الضريبية بوزارة المالية

AL-SHAHM COMPANY

For Security Services



Republic of Iraq
Ministry Of Interior
The Ministers office
Private Security Companies Reg.OFF

بسم الله الرحمن الرحيم

جمهورية العراق

وزارة الداخلية

مكتب الوزير

مديرية شؤون الشركات الأمنية الخاصة

رقم الاجازة : ١٥٧

التاريخ : ٢٠١٨ / ٩ / ١٢



اجازة ممارسة العمل الامني Security Work License

شركة الشهم للخدمات الامنية

ALSHAHM company for security services

استناداً الى احكام قانون الشركات الأمنية الخاصة رقم (٥٢) لسنة ٢٠١٧ حصلت الموافقة على منح الشركة المذكورة رخصة ممارسة العمل لمدة سنتين واعتباراً من تاريخ صدور هذه الاجازة .



لسنة ٢٠١٩
لسنة ٢٠١٨

كتب ببغداد في يوم كاريه ملبسرين من شهر ذوق الحجة
الموافق ليوم بنتاخي من شهر البقول

يقضان رؤوف حسين

مدير مديرية شؤون الشركات الأمنية الخاصة

٢٠١٨ / ٩ / ١٢

AL-SHAHM COMPANY

For Security Services



Republic of Iraq
Ministry Of Interior
The Ministers office
Private Security Companies Reg.OFF



بسم الله الرحمن الرحيم



أجازة ممارسة العمل الامني
Security Work License
SECURITY WORK LICENSE

جمهورية العراق
وزارة الداخلية
مكتب الوزير
مديرية شؤون الشركات الأمنية الخاصة
رقم الاجازة : ١٥٧
التاريخ : ٢٠٢١/٤/١٧

شركة الشهم للخدمات الأمنية

AISHAHM company for security services

أستناداً الى احكام قانون الشركات الأمنية الخاصة رقم (٥٢) لسنة ٢٠١٧ حصلت الموافقة على منح الشركة المذكورة رخصة ممارسة العمل لمدة سنتين واعتباراً من تاريخ صدور هذه الاجازة .

كتب ببغداد في يوم **الخامس** من شهر **رمضان** لسنة **١٤٤٢ هـ**
الموافق ليوم **السابع عشر** من شهر **نيسان** لسنة **٢٠٢١ م**

تاسم محمد عجم

مدير مديرية شؤون الشركات الأمنية الخاصة

٢٠٢١/٥/١١



AL-SHAHM COMPANY
For Security Services



RECEUTMENT POLICY & PROCEDURE

Nov 2018

Commercial in Confidenes



PART 1: PURPOSE, SCOPE & RESPONSIBILITIES

1.1 Policy Statement

The ASHCO Security Policy & Procedures in relation to recruitment and selection is to provide equal access to employment for all and to ensure that the best person, in terms of knowledge, skills, experience and aptitude, is chosen for each position that arises. ASHCO's Recruitment Policy is in keeping with its Equal Opportunities and local project area recruitment.

1.2 Purpose

This policy sets out ASHCO's Recruitment and Selection guidelines including information relating

to: -

- ✓ Job descriptions
- ✓ Person Specifications
- ✓ Advertising Job Vacancies
- ✓ Application Procedures
- ✓ Short Listing
- ✓ Reference Checks
- ✓ Medical Checks
- ✓ Offers of Employment
- ✓ Management of Panels
- ✓ Unsuccessful Candidates

This policy should be applied whenever a position becomes available within ASHCO Security.



1.3 Scope

This document applies to all Chairpersons, Director, employees, contracted individuals providing services on behalf of ASHCO Security, contractual third parties, agents of ASHCO Security and Leaders who have access to the information of individuals seeking to work for ASHCO Security or

who are involved in the recruitment process. All users must understand and adopt this policy and are responsible for ensuring that this policy is adhered to. All users have a role to play and a contribution to make to ensure that the most suitable candidate is chosen for each position that arises.

PART 2: POLICY: OVERVIEW

Step 1: Review of Vacancy

When a post becomes vacant it will be reviewed by the Manager and / or designate.

Step 2: The Job Description and Person Specification

The Job Description and Person Specification will be reviewed and prepared for each post to ensure that they accurately and adequately reflect the skills, qualities, experience and attributes required for the post. As roles, duties and responsibilities change over time, where an advertisement, job description and/or person specification are already in existence they must be checked and updated to ensure they reflect clearly the current requirements of the job. Job Descriptions and Person Specifications and advertisements must be approved by the Manager and or ALS Coordinator.



Step 3: Advertisement

Vacancies will be advertised as openly and as widely as possible. The Advertisement will state the overall purpose of the job and give clear guidance on the required method of application.

Step 4: Shortlisting

Shortlisting will be undertaken by a minimum of two people and referenced against the Person Specification.

Step 5: Interview & Selection

Interviews will be undertaken by a minimum of two people and referenced against the Person Specification.

Step 6: Reference Checks / Employment Background Check

Reference checks are carried out prior to an offer of appointment. The reference is requested and provided with the applicant's consent. NASA's reserves the right to obtain and verify the candidate's qualifications before confirming an offer of employment. ASHCO may require candidates to submit original certificates of educational qualifications or other relevant qualifications at the interview stage or before the offer of employment.

Step 7: Medical Check

One or more applicants would have already been shortlisted after the interview. These applicants would be requested to submit the results of specified medical tests as per Project Requirement.



Step 8: Formal Offer

Step 9: Contract & Commencement of Employment

Step 10: Employee Orientation

On return of the signed Contract of Employment from the applicant, an orientation programme for new employees will be arranged by Human Resources. Human Resources will notify the new employee's Line Manager and other relevant departments of the new employees' name, department, official starting date and any office requirements that may be needed.

PART 2: POLICY: DETAIL

2.1 Job Description

A Job Description must be drawn up for each post to be filled, detailing the core responsibilities and tasks relating to the job. A Job Description should provide such details as the authority, responsibilities and the role of the job holder within ASHCO Security.

2.2 Person Specification

A Person Specification must be drawn up for each post to be filled, describing the essential and desirable experience, skills, qualifications, knowledge and personal qualities required to carry out the job satisfactorily. This ensures that before the recruitment process begins clear criteria are agreed against which all applicants are assessed. Criteria for personal qualities and circumstances will be directly related to the job and applied



equally to all groups regardless of gender, age, creed, race, ethnic origin, disability, marital status, and sexual orientation, a member of a minority group or trade union membership.

An up to date Job Description and Person Specification will be available to all candidates on application

2.3 Advertising Job Vacancies

When advertising positions, it is important to consider the following:

All positions in ASHCO Security are open to all suitably qualified men and women applicants. No position or job vacancy will be classified by reference to sex except where there is an Occupational Requirement' as provided for in the Employment Equality Acts, 1998 and 2004, i.e. in relation to employment in another person's home for the provision of personal services. This exemption relates specifically to access to such employment (this exemption does not extend to other areas such as conditions of employment etc.). If the position is on a community employment scheme, the eligibility criteria should be clearly stated.

All Advertisements will state that ASHCO is an Equal Opportunities Employer;

All other recruitment, promotion and or publicity documentation will also state that ASHCO is an Equal Opportunities Employer.

Advertisements will state the deadline for receipt application if applicable

2.4 Recruitment & Selection

Both internal and external applicants will be considered on individual ability regardless of factors such as gender, age, creed, race, ethnic origin, disability, marital status, sexual orientation, a member of a minority group or trade union membership;

Recruitment and selection of suitably qualified staff will be made



from the widest possible field.

Positions will be advertised externally, including the national and provincial newspapers, as appropriate. All job advertising will be carried out in such a way as to encourage applications from suitable candidates regardless of the above considerations.

Where a post is upgraded or newly created, which does not involve an increase in the overall number of staff, the competition may be confined to internal recruitment from suitably qualified staff;

FACTORS IN EXPATRIATE SELECTION

Recruiting expatriates require special factors, considerations and skills to select the best person for the job. Except for a few expatriate selection policies, the expatriate selection criterion is generally organisation and nation specific.

The recruiters for recruiting the expatriates should be carefully selected and trained. The recruitment strategies and criteria for expatriates should be aligned with requirements of the job. The interviews of expatriates are designed in a manner to judge their selection Criteria for Expatriate Employees Adaptability to the new culture

Intercultural interaction

Flexibility

Professional expertise

Past work experience

Tolerance and open-mindedness

Clear Criminal Records

Language ability

Attitude and motivation

Empathy towards local culture

Fit for the role.



2.5 Application Procedure

On receipt of an expression of interest in an advertised position a copy of the Job Description, Person Specification and an Application Form still be forwarded. This will be done by e-mail or post. Application will be by Application Form and Covering Letter. Applicants will also be required to submit the names and contact details of three referees, one of whom is preferred to be their current or most recent employer.

2.6 Short listing Procedures

Short listing of candidates must be carried out where possible by three people, but in any case not less than two people. Decisions will be based upon the agreed criteria in the person specification and job description. Short listed candidates will be Invited to the next stage of the recruitment competition

2.7 Selection Procedures

Interviewing of candidates must be carried out where possible by three people, but in any case not less than two people. If a situation arises where a second interview is held, the same interview panel may be involved in the decision making at the second stage. Reasonable efforts will also be made to ensure that interview panels are representative a structured interview technique will be used by the member of management conducting the interviews. The assessment methods used for any competition will be designed to assess applicants objectively in relation to the agreed criteria for the post. Interviewers will be appropriately qualified to conduct interviews and will be familiar with the organisation's Equal Opportunities Policy and Recruitment and Selection guidelines and associated documentation.



2.8 Employment Background Check Process

Background checks will be completed for all final selection candidates for tenure and non-tenured track security positions, staff and temporary employees, vendors etc. Background checks may also be conducted on any current employee who is offered a promotion or transfer which, in the Organization's discretion, warrants such a check,

- Criminal background, party and tribal affiliations.
- Previous military or law enforcement experience.
- Referees conduct endorsement,
- Consistency with legal and contractual requirements.
- Identity, age and personal history verification checks,
- Education and employment review.
- Evaluation for substance abuse,
- Physical and mental evaluation for fitness.
- Evaluation for suitability to carry weapons as part of their duties.



Guidelines

An employment offer is contingent upon the successful completion and results of the background check.

New employees are not permitted to work on site until the background check is cleared. The existence of a conviction does not automatically disqualify an individual from employment rather, information from the background check results will be considered on a case-by-case basis, in this regard, the Organization will consider multiple factors, including, but not limited to:

the nature, number and gravity of the conviction(s)

its relevance to the particular duties and responsibilities of the position

the time elapsed since the conviction whether there is a pattern of offenses the truthfulness of the candidate in disclosing the conviction(s)

All background check processes will be administered by the ASHCO Security's Human Resources Department or by a reputable third party reporting agency, If an individual is to be denied employment, promotion or transfer wholly or partly because of information obtained in a background check, the individual will be so informed in advance of any adverse action. In addition, where required by law and to the extent applicable, the individual will be given; a copy of the relevant background check report a Summary of the individual's legal rights concerning the background check report, and the name, address and phone number of the third-party vendor if the individual has questions about the results of the report or wants to dispute the accuracy of the report,



2.9 Offers of Employment

Offers of employment will not be made without a minimum of two satisfactory references and will remain subject to suitable verification report. The selection will be approved by the Manager/Management Team before an offer is made.

An employment contract will be issued ideally prior to commencement and at latest no later the 4 weeks after commencement.

The recruitment and selection process is final when the employment contract has been signed by the appointee and s/he has commenced the induction programme and probationary period.

2.10 Formation of a Panel

On occasion it may be prudent to recruit to a panel from which future vacancies can be filled. This will be stated in the advertisement.

If a candidate is being offered a place on the Panel they will be informed in writing or by phone.

If the candidate accepts they will be informed as to their place on the panel and will also be advised that

the Panel remains active for a maximum of 12 months.

After 12 months the Panel will automatically become inactive. Personal details will then be deleted.

2.11 Unsuccessful Candidates

All unsuccessful candidates who attend for interview will be informed in writing within a reasonable time after the selection decision has been made that they have been unsuccessful in their application for the relevant position. Any candidate who feels that s/he has been unlawfully discriminated against has a right to make a complaint, which can be exercised in writing to the management,



3.00 Record Keeping

A full set of records for each successful candidate will be kept. This will form the basis of their Personnel

RECORD DURING THEIR TIME WITH ASHCO SECURITY.

A set of records will be kept for each unsuccessful candidate for 12 months only. They will then be destroyed.

All records will be kept in line with requirements of Data Protection Act and Freedom of Information

Acts.

A written record must be kept of the assessment for at least one year after a letter is sent to an unsuccessful candidate. One set of records of each applicant should be kept for 12 months. All other documents should be destroyed.

PART 3: ENFORCEMENT, DEFINITIONS, REFERENCES & REVIEW

3.1 Policy Enforcement

Breaches of this policy will be subject to disciplinary policy and procedures, contractual terms and conditions and civil and criminal law as appropriate. If you do not understand the implications of this policy or how it may apply to you, please seek advice by contacting your line manager at your earliest convenience.

While every effort has been made by ASHCO Security to ensure that the information contained in this policy is accurate and up-to-date the contents of these pages should not be relied upon as a substitute

for independent Human Resources or other legal advice. No responsibility or liability is accepted by ASHCO Security for any errors or omissions in this policy or for any use the information may be put to.



3.2 Definitions

The following definitions apply throughout this policy:

- Short listing: Short listing is the process whereby candidates are assessed against the agreed criteria, on the basis of information provided in the application documentation, in order to eliminate unsuitable candidates and identify those candidates who meet the criteria for further assessment.

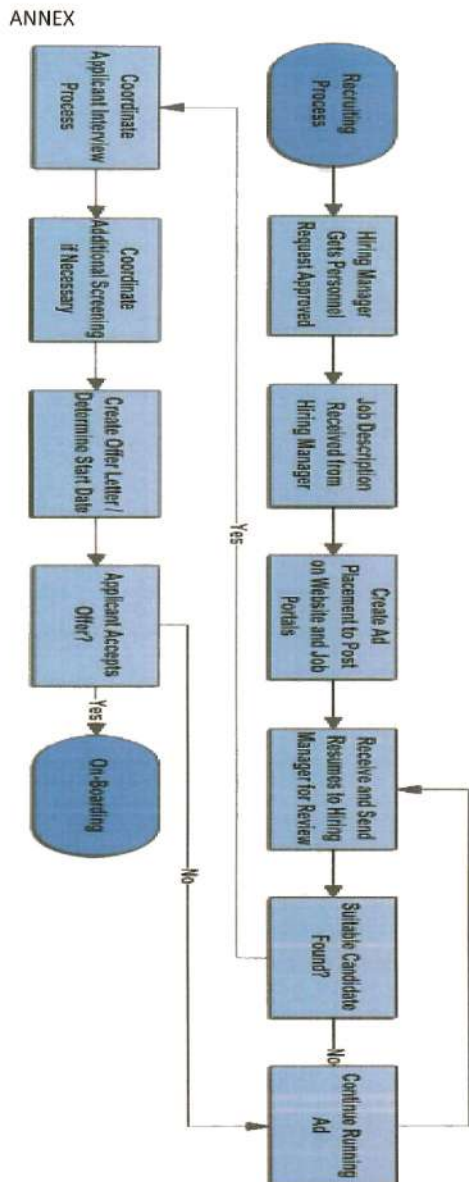
3.3 Review

This policy, and all related appendices, will be reviewed as it is deemed appropriate, but no less frequently than every 12 months. Policy reviews will be undertaken by the Manager or their delegate.



ANNEX

Recruiting Process





ANNEX G-BASIC ENGLISH COURSE EXAMPLE

Basic English lessons Subject	Description of the basic English lesson
English Alphabet	Learning the Alphabet with words and images
English Numbers 1 -100	English lesson learning numbers 1-100
Greetings and introduction	Learning how to greet someone
Basic English learning	Basic English lesson
Learning colours	Learning some basic colours
Basic shapes	What shape is it?
Personal computer parts	Different parts of the computer
Can-you English lesson	How to use the words 'can' and 'you'
Jobs	Different types of jobs
Learning clothes	Learning about clothes for men, women and babies
Computer accessories	Things you can use with a computer
Types of food	Learn about meats, fruit, poultry and vegetables



ANNEX H-EXAMPLE SOP'S STATIC SECURITY



STANDARD OPERATING PROCEDURES

DRAFT COPY ONLY FOR TENDER, EXAMPLES OF CHECK POINTS
ARE WITHIN THIS DOCUMENT - ASHCO WOULD VISIT SITES IF
AWARDED TO DRAFT A BESPOKE SET OF SOPs



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AL-SHAHM COMPANY

For Security Services



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INTRODUCTION

The aim of this document is to provide guidance to all security Personnel operating on projects, compliance will be ensured by the Security Coordinator and Security Project Manager.

All procedures are to be fully understood by the ASHCO Security Manager who in turn will ensure that ASHCO Security Services (the security provider) understand and comply with the Standard Operating Procedures (SOP's) he will carry out these duties through a combination of management, mentoring, and training for which accurate documentation will be submitted through weekly reports and quarterly quality assurance audits.

Relations with the Client; Security Personnel are to familiarize themselves with the operations of the clients, including the nature of their business and their needs. Operatives are to treat clients with respect and to maintain appropriate boundaries. All security personnel will inform the security manager of any incident which could have an adverse effect to operations and /or corporate reputation.



1.1 Scope and Objectives

The Standard Operating Procedures (SOP's) focus on providing guidance in order to maintain monitor and where necessary upgrade security mitigation measures which include but are not restricted too; Perimeter and building security, access control and car parking Intruder alarms and monitoring systems, including remote monitoring CCTV systems, including configuration, operational requirements and usage Response procedures, (Actions on Drills) Manage, Monitor and Mentor third party security personnel, including duties, procedures, performance and training.

1,2 Methodology

The aim is to constantly monitor changes in the security situation and provide; Threat/Risk assessment along with mitigation methods in order to maintain a secure environment in order that the client can conduct their business unimpeded, the mitigation measures include but are not restricted too; Constant Surveillance through CCTV coupled with manned security vigilance.

Perimeter fencing 2mts high with internal berm.

Perimeter Lighting with interlocking arcs.

Overt Security presence by the OPF armed guards at access control points and watch towers.

Raway Bryar, Armed Escort teams for Ex-Pat movement around the oil field outside the facility Security Escort Teams for transit between the Production Facility and Erbil.

Reliable Intelligence gathering and report network, Security Project Managers with Risk/Threat and crisis management experience.

manning and assets.



2.1 Security Manning Structure

- Project Security Coordinator
- Project Security Manager (5ASHCO) responsible for ASHCO Personnel.

2.2 Oil Protection Force (OPF)

- Access Control (ASHCO Security)
- Armed Security Field Escorts (ASHCO)
- Movement Escort Teams [ASHCO]
- EDD {Explosives Detection Dogs} If applicable

2.3 Aims for Access and Control

Search: To ensure that personnel, goods and vehicles that are entering a site are inspected and free from hazardous or banned items: each vehicle has been searched thoroughly for explosives, w/eapons and/or contraband, and; the occupants' credentials have been appropriately checked. Where a client ID card is not used, the minimum identification card will be a government issued ID. The types of searching will range from visual inspections, the use of personnel scanners, down to manual searching of personnel - "pat-downs" - and vehicles depending on threat levels and equipment available.

Control: To deter, detect and delay against unauthorized persons entering the site/facility/or camp and deter property from being stolen. To provide a mechanism for collating and managing the information of personnel and

Equipment onto and off the site/facility/or camp which maintains an accurate, real-time log of Personnel on Base (POB) In the event of an Incident the data collated at the site entry will become the immediate



reference material for accountability management. The Access Control system also ensures that the Client HSE Directives (and/or applicable Iraqi law) is being adhered to before personnel / vehicles /and equipment accesses the site - compliance is controlled at entry.

Response: To raise the alarm or initiate the warden system on site. In coordination with the OPF deny, or at least delay, access to hostile or unwanted personnel. Initiate counter-IED Immediate Action Drills. Contingencies may also include assisting in prevention of egress, restraining intruders, warding off, raising the alarm, and coordinating medical emergencies.

The entry and exit system for any client site must be strictly controlled. The aim is to ensure that only authorized personnel and equipment enters or leaves the site. The system structure will include at a minimum:

1. A written pre-arrival request process;
2. Internal approval mechanism;
3. Pre-entry search (personnel and vehicle);
4. Pre-entry ID check;
5. Access approval and site specific ID Badge allocation / or individual personal identification system,
6. Rejection process.

Exit from the site is also controlled and approval mechanisms are recommended best practice and may be conjoined with exit search procedures to prevent loss.



2.4 Written Pre-Arrival Access Request Form

The minimum period for receipt of an ARF is 24 hours prior to arrival to allowing for processing. All details are required to be completed before the facility manager grants or refuses access.

2.5 Pre-Entry Search Procedures (Vehicles)

Vehicle search requirements outlined in the stages below;

There are six (6) stages to the vehicle search procedure and they are as follows:

1. Outside Shell of Vehicle
2. Wheels and Arches.
3. Underneath the vehicle.
4. Boot Space. (K9 Search Team)
5. Interior of the vehicle. (K9 Search Team)
6. Engine Compartment.

1. Stage 1: Outside Shell of Vehicle

Ensure that there are no suspicious markings indications on the exterior of the vehicle. Conduct a 360 degree visual inspection of the vehicle and have a look for anything suspicious (i.e. wires that should not be sticking out of

areas, recent paint work on the body of the vehicle etc.) These could be indications of either IED placement on the vehicle or that some of the panels have been altered either to hide items or conceal stolen articles.



2. Stage 2: Wheels and Arches

Wheel arches can be used to conceal items including explosives as they are easy to access. These areas should be inspected thoroughly and methodically: Look at the front and behind the wheels starting at the 12 o'clock position and follow round in a clockwise direction until back at the 12 o'clock position. Once complete inspect the wheel arches moving from right to left ensuring that there are no foreign objects hidden or placed within them.

3. Stage 3: Underneath the vehicle

The search should be conducted with the mirror in a methodical manner. Each passenger and goods vehicle should be searched in exactly the same way. Begin at the front right wheel and move towards the rear of the vehicle.

There are a multitude of places under the vehicle to hide IED's. The search should be slow and deliberate and care should be taken to clearly identify the underneath of the vehicle. It is recognized that the use of a mirror is limited and does not reveal the entire underside of a vehicle. If it is uncertain the search can be reinforced by getting down on your hands and knees and looking directly at the area. Work around back to the front right wheel of the vehicle.

4. Stage 4: Boot/ Trunk space

There are several areas in the boot where items can be hidden: the spare wheel compartment, interior panels, underneath interior lining, and where false cavities have been created. Use imagination when assessing the boot

for concealed items.

5. Stage 5: Interior of the vehicle

The primary searching role will be conducted by the canine search team.



6. Stage 6: Engine compartment

The searcher should request that the engine is turned off and the hood of the bonnet is released. As each engine is configured slightly differently the searching process needs to be methodical. Do not use hands as something may be accidentally activated. Use a torch and ensure the eyes follow the torch beam. Begin from the front right wheel and work left to right. Move to the centre and work across the front from left to right. Remaining standing in the centre: search from the back of the engine compartment step-by-step to the front. Move to the front left wheel and work from right to left.

7. Pre-Entry Search Requirements and Procedures (Personnel)

The searching of personnel is not required at Alert State Yellow unless instructed to do so by the Security Operations Coordinator

2.6 K9 Search Dogs

Explosives Detection Dog Teams (EDD Team) are in operation 24hrs at the facility, they consist of 3 X Dog Handlers and 6 X Dogs are the current EDD team service provider, they rotate through a duty roster dictated by operations and weather patterns.

Rolls and responsibilities

3.1 Access Control Manager & Guards

The access control manager reports directly to the client Security Manager and SASHCO PSM, his responsibilities include but are not restricted to the following.

Responsible for overall access control in accordance with the clients company procedures, including the issuing of identification Cards and Vehicle Passes.



Ensure that all equipment including communication equipment is checked and tested for damage or malfunctions, report any issues to the ASHCO Security Manager.

Produce and maintain accurate logging IN/OUT documentation

Aim to achieve and maintain high standards including dress/bearing and maintain a professional approach within the security teams

Report any issues/indiscretions to the client security manager or SASHCO PSM.

All Access Controllers must adhere to the following rules at all times:

Arrive for their shift in good time and well turned out in correct uniform.

Inform the guard supervisor immediately if they cannot attend shift.

Be fully aware of the SOPs in particular all Immediate Action Drills

Maintain a professional and courteous manner at all times.

Whilst on duty they must remain dressed correctly as per ASHCO standards.

Remain alert at all times whilst on duty.

Smoking is restricted to smoking areas and not on duty.

3.2 Access Control Procedures

Strict control of access is to be maintained at all times. Unauthorized persons or vehicles are not allowed access to the premises for any reason.

Access Requests must be submitted at least 24hrs In advance. Access can only be granted by a client designated nominee, the Access Control Supervisor will inform the access team as to the details of Vehicles and or Personnel. Visiting the site.

All visitors are to be signed in ID is taken and a visitor's pass then issued, before leaving the site the visitors pass is handed back in and their ID returned. It is important that a clear record is kept so they are



aware of who is on site in the event of an incident.

All vehicles and trucks will be subject to a complete vehicle search including K9

NO weapons are allowed on any client site and must be left outside or handed in to check point .

NOTE: client security staff takes no responsibility for weapons, and they are left at owner's digression.

The following is just for illustration purposes only

3.3 Checkpoint-1

C/P-1 is manned by 8 X ASHCO personnel who provide Access Control and Vehicle Search prior to entry; they are also assisted by an EDD (K9) team. 3 X Armed OFF guards provide security and over-watch.

Radio communications must be maintained between CP-1 and CP-2 in order to confirm Identity and confirm authority to enter.

The drop arm barrier must remain closed/down until security checks have been completed.

ALL vehicles and personnel **MUST** be authorised before entering PF-2.

ALL vehicles are to be searched using the Dog Detection Team (EDD)

ALL vehicles are to be checked underneath with search mirror.

Inform visiting drivers of speed limits and authorised parking areas.

Strictly NO weapons are allowed on site.

Tankers and drivers

All flammable items (gas cylinders/mobile phones/cigarette lighters) and other prohibited items are to be removed and stored at CP-1
Items will be returned only when exiting the location.



Maximum of 4 tankers at any time will be allowed to wait between CP-1 and CP-2

All vehicles and personnel are subject to a random search. If deemed necessary inform the Shift Supervisor for the reason of search.

Oil Tankers must have their loading caps open prior to entering the check point.

3.4 Checkpoint 2

CP-2 is manned by 4 X ASHCO Access Controllers; they will maintain communications with CP-1 and the Shift Supervisor.

All site resident ID cards must be retained and placed on the board in accordance with the appropriate room number. All client personnel will sign the IN/OUT on the Daily Resident sheet. Any personnel leaving for longer

than 24hrs must sign the; Out on Leave/Off Site 24hr + sheet and their ID will be stored separately off the board.

All visitors must provide a photo ID before being issued with a visitors pass / vehicle pass (if required) All visitors must sign the IN/Out Visitors sheet.

Tanker drivers must provide a Photo ID and also display a valid Vehicle Pass entry before being issued the green ID and vehicle permit to enter.

Vehicles and personnel may be subject to search when exiting the facility in accordance with client company policy.

3.5 Checkpoint 5 (Pedestrian Entry to Accommodation Camp)

CP-5 is manned by 1X ASHCO access controller at all times.

All visitors must display a blue visitors ID badge before access is allowed (No badge No entry)



Any breach of the above must be report to Security / HSE managers.

4.1 Vehicle Search procedures

There are six (6) stages to the search procedure and they are as follows:

Coach Work.

Wheels and Arches.

Underneath the vehicle.

Boot Space.

Interior of the vehicle.

Engine Compartment.

All vehicles will stop at the Check Point-1 (Main Access) Vehicle search requirements outlined in the stages below are aligned to a Threat Elevation Matrix, and are the minimum search requirement at the current Alert State

YELLOW

Table 1: Search Criteria

Ensure that there are no suspicious markings/indications on the exterior of the vehicle. Conduct a 360 degree visual inspection of the vehicle and have a look for anything suspicious (i.e. wires that should not be sticking out of areas, recent paint work on the body of the vehicle etc.) These could be indications of either IED placement on the vehicle or that some of the panels have been altered either to hide items or conceal stolen articles.

2. Stage 2: Wheels and Arches

Wheel arches can be used to conceal items including explosives as they are easy to access. These areas should be inspected thoroughly



and methodically: Look at the front and behind the wheels starting at the 12 o'clock position and follow round in a clockwise direction until back at the 12 o'clock position. Once complete inspect the wheel arches moving from right to left ensuring that there are no foreign objects hidden or placed within them. Once again be aware of anything unusual i.e. cleanliness, scuffs, marks and alien objects.

3. Stage 3: Underneath the vehicle

The search should be conducted with the mirror in a methodical manner. Each passenger and goods vehicle should be searched in exactly the same way. Begin at the front right wheel and move towards the rear of the vehicle.

There are a multitude of places under the vehicle to hide IED"s. The search should be slow and deliberate and care should be taken to clearly identify the underneath of the vehicle. It is recognised that the use of a mirror is limited and does not reveal the entire underside of a vehicle.

4. Stage 4: Boot / Trunk space

There are several areas in the boot where items can be hidden; the spare wheel compartment, interior panels, underneath interior lining, and where false cavities have been created. Use imagination when assessing the boot.

5. Stage 5: Interior of the vehicle

The primary searching role will be conducted by the canine search team.

6. Stage 6: Engine compartment

The searcher should request that the engine is turned off and the hood of the bonnet is released. As each engine is configured slightly differently the searching process needs to be methodical. Do not use hands as something may be accidentally activated.



4.2 Physical Search

The Threat Elevation Matrix combined with observation and security awareness will dictate necessary security measures; the current Alert State is YELLOW requiring no need to conduct a physical body search.

All other physical search should be under the direction of the shift supervisor. The local security situation will determine the level and posture of all mitigation measures and can change at any time; this will be determined by the client Security Coordinator or ASHCO Security Manager.

5. CITY Driver and PSD,

The roll of the city drivers and PSD team is to provide armed/unarmed protection along with local knowledge to clients personnel as they travel between locations.

The armed teams will be armed with AK 47 Assault Rifles and/or pistols. (The **weapon will have no round in the chamber**).

The weapon will be held out of sight in low profile; it will only be shown in defense of the client or themselves and used only as LAST resort when all other options have failed.

They will be fully aware of the Rules for the Use of Force and will sign to acknowledge.

Pacific SOPs for PSD and city drivers are: HS-HCI-SP-04,05,06+09

6. Disciplinary Breaches and Contraventions

The following categorization of disciplinary breaches and contraventions are likely to lead to progressive disciplinary action being taken:

Misconduct: When an employee has failed to follow the rules, policies or procedures. Unacceptable levels of absence not connected to a related medical reason will be treated as misconduct.

Poor Performance: When an employee is consistently failing to meet the performance standards expected in their job.



Extreme poor performance; Performance has deteriorated to the extent that it is considered that there is a serious risk to clientele

Gross Misconduct: Serious breach of the Company rules which may result in summary dismissal.

7. Standards

Security personnel are frequently the first point of contact with Company for visitors and the General Public, This visibility requires that they set a high standard so that the Company is positively judged. Because the position is in the public eye, and is a position of trust, the following conditions of employment apply to it.

Appearance

All Security Personnel are required to wear their full uniform as issued; Security Personnel must present a clean and tidy appearance. Uniforms and boots must be clean at all times. Facial hair must be neatly trimmed and groomed and is at the discretion of the security manager.

Public Relations

Security Personnel must be alert, courteous, helpful, efficient and conscientious. They must gain the respect of persons with whom they come in contact. They must not use slang or offensive language. They must keep control of themselves in difficult situations and remain courteous and restrained at all times.

Personal Integrity

The personal character of each Security Operator must be beyond reproach. They must possess an abundance of common sense and initiative to enable them to cope with any situation which may arise in the course of their duties.



Behavior

Security Personnel must carry out their duties in a disciplined manner. Their bearing, whether on patrol, or standing in a fixed location, must be of the highest standard.

While on duty they are to carry out all their designated tasks. They are not to allow themselves to be distracted from these duties.

Attendance

Security Personnel attendance record must be good. Being absent from duty or from a designated post without good reason is punishable by dismissal.

Surveillance

Security Personnel will maintain continual surveillance of the area for which they are responsible, he will remain alert and report any unusual or abnormal observations or issues to the security manager.

Training

Security Personnel will undergo an initial induction and training package designed specifically for their roll, the training will be under the instruction of ASHCO training manager and local supervisor who will provide the training

Syllabus and modules to be approved by client.

Training records will be kept and quality assurance assessments made by the ASHCO PSM and compliance manager.

Care of Equipment

It is the responsibility of all members of the Security/Access Control Personnel to ensure that they take adequate care of all the equipment issued to them. Any losses or damage must be reported to the shift supervisor or his Second in Command immediately. Personnel may be financially responsible for the equipment loaned to them.



Leaving a Post

Access Controllers/Guards are not permitted to leave their posts unless:

Properly relieved

Upon instructions or permission of a Superior

To act on a complaint

To pursue a criminal or offender

To assist a colleague

To assist an injured person

In the case of fire or other similar extenuating circumstances

When leaving posts under such circumstances, they should notify the Shift Supervisor or colleague, or to take any other precaution necessary for the protection of their post during their absence.

Disclosure of Information

Information concerning Company or its affairs may come to the attention of the security personnel from time to time. All such information must be treated as strictly confidential, and should not, under any circumstances, be disclosed to any other person

8. IMMEDIATE action Drills (Actions On)

In the event of an incident the Access Control Manager is to immediately inform the client on site security manager as to the nature of the incident, once there is time this must be reported to the ASHCO PSM.

8.1 Civil Disturbance

In the event of civil disturbance aimed at the facility it is essential that the use of force is proportionate to the threat that is presented. The focus as always should be one of mediation between the facility management and the head personality of the disturbance group.



Report the incident to the client Site Security Manager.

Close all gates, and lock down the facility.

Wait until further orders from client Security Manager, which may include phoning local policy etc.

8.2 Un-authorized Intruder

Report immediately to the client Security Manager, who will inform the OPF Commander.

The OPF Commander will take control and question the intruder then decide what to do with him.

ASHCO Access controller must update the client security manager on the situation regularly

8.3 Suspicious Vehicle/Suspect Device.

On finding a suspect device or a K9 positive register on a vehicle the following actions will be taken by the Access Control manager.

Confirm the suspect device, and report to client Security Manager.

Clear the area of personnel.

Cordon the area and stop movement within it.

Control the situation.

The access control manager will remain in position at checkpoint, he will enforce lock down procedures and make the route clear for emergency response Explosive Ordnance Disposal vehicles and teams; he will inform the OPF commander and maintain communications with CLIENT Security Manager.

8.4 Indirect Fire Attack (IDF)

Historically there have been no incidents of indirect fire attacks on any installations inside the Kurdish Region of Iraq, in the unlikely event of such an attack the following actions should be taken; Take cover imme-



diately staying as low as possible.

Stay calm and try to improve your security by identifying hard cover then crawl to it.

Remain under cover until the situation is under control and security gives the All Clear.

8.5 Unknown Explosion/Detonation

In the event a destination or unknown explosion within the facility the following actions should be taken.

Take immediate cover staying as low as possible.

Stay calm and try to improve your security by identifying hard cover then crawl to it.

Remain under cover until the situation is under control and security gives the All Clear.

8.6 Hearing Small Arms Fire/Weapons Discharge

In the event of hearing weapons being discharged close to or inside the facility the following actions should be taken; Take Immediate cover staying as low as possible.

Try to improve your situation by identifying hard cover and crawl to it.

Stay in your rooms in one's/two's and lock the doors, switch off lights.

Stay calm and remain hidden until the security forces have identified and dealt with the situation.

Only come out of hiding when YOU feel safe to do so.



8.7 Fire

The following actions will be taken in the event of discovering a fire:

Raise the alarm by shouting "FIRE. FIRE. FIRE"

Where possible make an attempt to fight the fire, without exposing yourself to danger.

Evacuate all occupants of any nearby accommodation and offices to the designated muster area.

Inform the CLIENT Security Manager of the fire's location, situation, and any action taken. Take the identity card board to the muster point.

Involve yourself immediately to the designated muster point as instructed (Primary or Secondary)

Do not re-enter the building until safe to do so.

9. METHANE REPORT

This report acronym is used by city drivers, PSD teams, access control manager and ASHCO Operations room. When reported an incident it is imperative that the report is given in order.

M - My Call / Sign

E - Exact location (Grid or name of building / rig site etc.)

T - Type of incident (Car crash, fire, shooting, arrest, attempted kidnap etc.)

H - Hazards at scene (Fire, oil spill, gas, hostile persons, obstacles, heavy traffic etc.)

A - Access to area (Main road, dirt track, main entrance, side entrance, rear fire exit, stairs etc.)

N - Number and type of injury (How many? What injury?)

E - Emergency service required (Police, ambulance (Blue Crescent), fire services, ASHCO Response Team).



Vehicle Drills

STANDARD OPERATING PROCEDURES

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GENERAL

AIM

THREE VEHICLE DRILLS

Contact Drills

Contact Front - Engaging Client Vehicle

Contact front - Engaging Client Vehicle - Vehicle Immobilized

Contact front - All vehicles immobilized.

Vehicle Breakdown

One VEHICLE DRILLS

Contact Drills

Drive Through - Engaging Client Vehicle.

Contact Front - Engaging Client Vehicle

Contact front - Engaging Client Vehicle - Vehicle Immobilized

Contact front - All vehicles immobilized.

Vehicle Breakdown

ONE VEHICLE DRILLS

Contact Drills

Drive Through - Engaging Client Vehicle.

Contact Front - Engaging Client Vehicle



Contact front - Engaging Client Vehicle - Vehicle Immobilised

Vehicle Breakdown

GLOSSARY

VEHICLE DRILLS

GENERAL

1. ASHCO Security Operations Centre base is located within the English Village complex this forms the operational center for ASHCO Security in the Kurdistan region of Iraq. ASHCO Security provide security services to multiple company's. The provision of these services will see teams deploy in various profiles in and out of the city. ASHCO Security will provide management security services for these operations when contracted to do so. The service will include:

Provision of Security of personnel, equipment and accommodations for the duration of all Operations.

Mobile escort of Clients, equipment to and from their operations.

Provision of a ASHCO Security Operations Centre in Erbil to provide support to all Operations.

Business development support,

AIM

2. This Plan is intended to detail the security drills and actions on to be carried out in the event on an incident or vehicle breakdown within the three profiles deployed.



THREE VEHICLE DRILLS

These procedures are to be used as a guideline only. The incident, scenario and ground will dictate the action to be taken. RUF procedures are to be adhered to at all times.

Contact Drills

3. Upon any threat directed towards the Mobile Escort Team (MET) are to ensure the safety of the client is primary. The immediate action is:

Remove or reduce the threat.

Place assets between the threat and the client.

Remove the client from the threat and further danger.

4. There are various forms of attack which can occur whilst travelling in a vehicle - the three main types are listed below (All scenarios must be practiced at team level); Drive Through - Engaging Client Vehicle.

Contact Shots Fired - Left or Right-Adapt Drill According to side		
Front Vehicle	Client Vehicle	Rear Vehicle
	<p>The client Driver immediately attempts to move the vehicle away from the immediate area of danger as quickly as possible.</p>	
<p>Drive on, slow down and confirm client vehicle is clear of contact area.</p> <p>Eyes on Client/Rear Vehicle</p>	<p>TL instructs the client to get down, as low as possible.</p> <p>TL informs Rear / Front Veh</p> <p>“Contact” either Left or Right.</p> <p>“Drive on Drive on Drive on”</p>	<p>Rear vehicle carries out a fast aggressive action and places itself between the threat and the client vehicle. Where this is not possible the vehicle must be positioned in a location that can support the client vehicle until free of the contact area.</p>

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<p>Standing by-Alert</p> <p>If necessary and in position to do so the front vehicle should engage the aggressor.</p>	<p>All efforts to remain mobile must be attempted. A clear goal to exit the contact area and seek cover is to remain the primary aim.</p> <p>The TL must be aware of the possibilities of secondary attack.</p> <p>Client/s stay low in the foot well of the vehicle and listen for Instructions.</p>	<p>TL decision, depending on threat evaluation.</p>
<p>All vehicles move out of Contact area in formation</p> <p>Front-Client - Rear</p> <p>Reorganisation ("REORG") to occur as soon as is practical</p>		
	<p>TL confirmatory Check on client's safety and welfare.</p>	<p>TL confirmatory verbal check of Team members</p>
	<p>TL when clear of the contact area informs SOC of Contact Details:</p> <p>Who (C/S).</p> <p>When (DTG).</p> <p>Where (Gr).</p> <p>What Happened?</p> <p>What future intent.</p> <p>CASAVAC</p>	



Contact Front - Engaging Client Vehicle		
Front Vehicle	Client Vehicle	Rear Vehicle
Contact goes in from the front of Client Vehicle		
Prepare to react if already passed	Drive through, if not safe to do	Prepare to react
The incident.	So. The Driver immediately brings the vehicle to a halt and reverses under control out of the immediate area. On commas TL states Contact Front Reverse - Reverse - Reverse TL instructs the clients to get down as low as possible TL returns fire if possible	Rear vehicle carries out a fast aggressive action and places itself between the threat and the client vehicle, if possible, By overtaking client vehicle.
Front group gives covering fire,	Continues to reverse out of	TL decision, depending on
ensuring safety of other team members.	immediate contact zone	Threat evaluation.
Members. RUF procedures to be adhered to at all times.	Giving a steer to Front group of enemy strengths and locations, if possible	Rear engage enemy
	Confirmatory check of client, visual or verbal response.	If not possible Rear vehicle comes to a halt behind client vehicle and reverses out,
All vehicles move fast out of Contact area as quick as possible		
Make way to nearest established ERV to Reorg and asses,		
TL confirmatory verbal check of Team members	TL confirmatory Check on client's safety and Fieldfare.	TL confirmatory verbal check of Team members



	<p>TL w/hen clear of the contact</p> <p>area informs the SOC of Contact</p> <p>Details:</p> <p>Who (C/S).</p> <p>When (DTG).</p> <p>Where (Gr).</p> <p>What Happened.</p> <p>What future intent.</p> <p>CASAVAC.</p>	
<p>All vehicles proceed to established ERV or Safe Haven.</p> <p>Once Secure - check for non-visual injuries - check kit - assess situation</p> <p>Reassure Client - Move on to Nearest Base Location when safe to do so.</p>		

Contact front - Engaging Client Vehicle -Vehicle Immobilized

Contact initiated from front - client vehicle immobilized		
Front Vehicle	Client Vehicle	Rear Vehicle



Contact front - All vehicles immobilized.

<p>all were unable to get into the Rear vehicle.</p>		
<p>Move out of the contact area to ERV or safe area. Secure area and check injuries and Check kit and ammo</p>	<p>Move out of the contact area to ERV or safe area. Secure area and check injuries and Check kit check ammo</p>	<p>Move out of the contact area to ERV or safe haven. Secure area and check injuries and Check kit and ammo</p>
	<p>TL Inform Nearest Base Ops of Contact details: Who (C/S). When (DTG). Where (Gr). What Happened? What future intent. CASAVAC.</p>	
<p>All vehicles proceed to established ERV or safe Haven. Once Secure - check for non-visual injuries - check kit - assess situation Reassure Client - Move on to Nearest Base Location when safe to do so.</p>		



Vehicle Breakdown

5. Due to the very nature of the terrain that we operate in mechanical failure to a vehicle is a common occurrence.

Contact Front, All Vehicles Down		
Front Vehicle	Client Vehicle	Rear Vehicle
Return fire if possible	Return fire if possible	Return fire if possible
Inform Client vehicle and Rear vehicle that Front vehicle down. Prepare to debus	Instruct client to get down Contact, Front or Left/ Right Inform Rear and Front vehicle via internal comms vehicle down, Client Vehicle down. Brief client	TL Informs Client vehicle and Front that Rear vehicle down. Prepare to debus tactically
Front vehicle personnel Take cover by, exiting out of the vehicle away from the contact. Then using the vehicle strong points as initial cover return fire. Be aware of RPG threat	Client vehicle personnel Take cover by, exiting opposite side of the vehicle away from contact TL ensuring Client safe. Then using the vehicle strong points as initial cover returns fire if possible. Be aware of RPG threat.	Rear vehicle personnel Take cover and "WIN The Fire Fight", exiting out of the vehicle away from contact. Then using the vehicle strong points as initial cover establishing fire and movement. Be aware of RPG threat
All Front vehicle team personnel Begin Fire and manoeuvre away from the Contact to dead ground	TL Maintaining control of Client at all times, along with driver extract to link up with rear Vehicle team if possible.	All Rear vehicle team personnel Begin Fire and manoeuvre away from the Contact to dead ground with the Front vehicle providing mutual support.
TL is responsible for commanding the fire and manoeuvre. All personnel continue giving covering fire	Primary aim is for both Rear and Front to provide covering fire while the client is moved to cover.	All personnel continue giving covering fire until out of the Contact area and begin to move to ERV.



6. The breakdown action drill will cover most eventualities due to wear and tear issues such as a flat tyre. The drills listed will allow the Local TL to still maintain a discreet but yet effective security cordon around the client whilst the problem is rectified. Slightly different procedures can be dependent on Hard or Soft skin vehicles, these are highlighted below.

7. The following drill below is regards to a repairable fault to the client vehicle;

Punctured Tyre / Repairable		
Driver	Team Leader	Client
Pulls over about 200 metres up	TL informs SOC - SOM of situation.	Client members stay in vehicle
and turns around to face the direction he came from and remains in an alert state. Remains static.	TL informs the client of fault TL Informs client of chosen action.	
Standby listening out. Driver exits the vehicle to carry out wheel change. Gets back in the vehicle	Depending on the situation and environment the Following drills apply for; TL remains in the vehicle engine running. TL informed that "Drill complete" Drive on as normal.	Remains in the vehicle.



8. If the fault is not repairable quickly as outlined in this table above, then consider the use of an additional vehicle being deployed from the ASHCO Security fleet to assist as a tow/ing vehicle depending on the proximity to a safe haven, threat etc.

9. The threat, area or time may dictate that towing is not possible. In this situation consider a low profile crossover of equipment into the useable second vehicle. The broicen vehicle should be left manned (for recovery) where possible, the Local TL will make a tactical decision one the ground as to whom and if a team member stays behind to aid recovery.

10. Once mobile inform SOC of the situation regarding new formation, remembering that the clients' safety is paramount.

NOTE: In hostile areas the procedures between the Rear and the Front vehicle may be reversed to

preserve the Low Profile (LN's overtly completing tyre changing drills etc).

TWO VEHICLE DRILLS

CONTACT DRILLS

11. These procedures are to be used as a guideline only. The incident, scenario and ground will dictate the action to be taken. RUF procedures are to be adhered to at all times.

There are various forms of attack which can occur whilst travelling in a vehicle - the three main types are listed below (All scenarios must be practiced at team level):



Drive Through - Engaging Client Vehicle.

Contact Shots Fired - Left or Right Adapt Drill According to side		
Front Vehicle	Client Vehicle	Rear Vehicle
	The client Driver immediately attempts to move the vehicle	N/A
	away from the immediate area of	
	danger as quickly as possible.	
Halt, maintains constant	TL instructs the client to get down,	N/A
Listening watch. Attempts to	as low as possible.	
achieve a fire support position,	TL informs Front Veh. "Contact" either Left or Right.	
Eyes on Client vehicle	"Drive on Drive on Drive on"	
Standing by-Alert	All efforts to remain mobile must	
If necessary and in position to	be attempted. A clear goal to exit	
do so the front vehicle should	the contact area and seek cover is	
Engage the aggressor.	to remain the primary aim.	
Covering fire will distract the	The TL must be aware of the	
enemy and assist the client	Possibilities of secondary attack.	
vehicle in driving through.		
All vehicles move out of Contact area in formation		
Front-Client - Rear		
Reorganization ("REORG") to occur as soon as is practical		
	TL confirmatory Check on client's safety and welfare,	N/A
	TL when clear of the contact area	N/A
	informs the SOC of Contact	
	Details: Who (C/S). When (DTG). Where (Gr).	



CASAVAC.

All vehicles proceed to established ERV or safe Haven.

Once Secure - check for non-visual injuries - check kit - assess situation

Reassure Client - Move on to Nearest Base Location when safe to do so.

Contact Front - Engaging Client Vehicle

Contact Front - Engaging Client Vehicle		
Front Vehicle	Client Vehicle	
Contact goes in from the front of Client Vehicle		
Prepare to react if already passed the incident.	The Driver immediately brings the vehicle to a halt and reverses under control out of the immediate area On comms TL states Contact Front Reverse - Reverse – Reverse TL instructs the clients to get down as low as possible TL returns fire if possible	N/A
Front group gives covering fire, ensuring safety of other team members	Continues to reverse out of immediate contact area Giving a steer to front vehicle of enemy strengths and Locations, if possible.	N/A



Contact front - Engaging Client Vehicle - Vehicle Immobilized.

	Confirmatory check of client, visual or verbal response.	
All vehicles move fast out of Contact area as quick as possible Make way to nearest established ERV to Reorg and asses.		
TL confirmatory verbal check of Team members	TL confirmatory Check on client's safety and w/elfare.	N/A
	TL when clear of the contact area informs the SOC of Contact Details; Who (C/S). When (DTG). Where (Gr). What Happened. What future intent. CASAVAC.	
All vehicles proceed to established ERV or safe Haven. Once Secure - check for non-visual injuries - check kit - assess situation Reassure Client - Move on to Nearest Base Location when safe to do so.		

Contact initiated from front - client vehicle immobilized.		
Front Vehicle	Client Vehicle	Rear Vehicle
Prepare to move, monitor radio	On comms Contact Front	



<p>Carries out fast aggressive action and pulls up short as close as possible to the client vehicle, on the opposite side from the attack, as in the client vehicle is between the attackers and yourself Leave Doors Open,</p>	<p>Vehicle Down - Vehicle Down TL instructs the clients to get down as low as possible TL returns fire if possible</p>	<p>N/A</p>
<p>Once Front vehicle is in place on the safest side of the client vehicle, Fronting Team deploy working in alternate pairs to give covering fire to the client group. Each pair then work as independent fire groups, to give covering fire, whilst Client and TL prepare to extract, towards the Front vehicle.</p>	<p>TL extracts with the Client on the opposite side of the attack, along with the driver, close doors behind for that bit of extra cover from view. TL takes up safe position using vehicle features to reassess and gain control of client. If possible driver to give covering fire.</p>	<p>N/A</p>
<p>One Fronting group have broken off contact and the client group have reversed out of the killing area, Front team extract on foot using fire and movement in their individual pairs into safe Location, if possible linking up with the Client vehicle</p>	<p>Once covering fire is in place, TL along with driver extract to the Front vehicle and enter vehicle Front vehicle (Now client vehicle) reverses out of contact area into nearest available cover, for regroup if safe to do so.</p>	<p>N/A</p>
<p>Move out of the contact area to ERV or safe area. Secure area and check injuries and Check kit - check ammo</p>	<p>Move out of the contact area to ERV or safe area. Secure area and check injuries and Check kit</p>	<p>N/A</p>



Contact front - All vehicles immobilized.

	<p>TL Inform Nearest Base Ops of Contact details: Who (C/S). When (DTG). Where (Gr). What Happened. What future intent. CASAVAC.</p>	
<p>All vehicles proceed to established ERV or safe Haven. Once Secure - check for non-visual injuries - check kit - assess situation Reassure Client - Move on to Nearest Base Location when safe to do so.</p>		
<p>Contact Front, All Vehicles Down</p>		
Front Vehicle	Client Vehicle	Rear Vehicle
Return fire if possible	Return fire if possible	N/A
<p>Inform Client vehicle that Front vehicle down. Prepare to de-bus</p>	<p>Instruct client to get down Contact, Front or Left/Right Inform Front vehicle via internal comms vehicle down, Client Vehicle down. Brief client</p>	N/A

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<p>Fronting vehicle personnel. Take cover by, exiting out of the vehicle away from the contact. Then using the vehicle strong points as initial cover return fire. Be aware of RPG threat Cover given by Client vehicle</p>	<p>Client vehicle personnel Take cover by, exiting opposite side of the vehicle away from contact Expat TL ensuring Client safe. Then using the vehicle strong points as initial cover returns fire if possible. Be aware of RPG threat. Cover given by Fronting vehicle</p>	<p>N/A</p>
<p>All Front vehicle team personnel Begin Fire and manoeuvre away from the Contact to dead ground Cover given by Client vehicle</p>	<p>Expat TL Maintaining control of Client at all times, along with driver extract to link up with Rear Vehicle team if possible. Cover given by Fronting vehicle</p>	<p>N/A</p>
<p>Local TL Is responsible for commanding the fire and manoeuvre. All personnel continue giving covering fire until out of the Contact area and begin to move to ERV.</p>	<p>Primary aim is for Front vehicle to provide covering fire while the client is moved to cover. Check clients for non-visual injuries, verbal response should be adequate at this moment in time.</p>	<p>N/A</p>
<p>At ERV or safe area. Secure area and check injuries and kit, check ammo.</p>	<p>TL Inform Nearest Base Ops of Contact details; Who (C/S). When (DTG). Where (Gr), What Happened? What future intent.</p>	<p>N/A</p>

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For Security Services



<p>Fronting vehicle personnel</p> <p>Take cover by, exiting out of the vehicle away from the contact. Then using the vehicle strong points as initial cover return fire. Be aware of RPG threat Cover given by Client vehicle</p>	<p>Client vehicle personnel</p> <p>Take cover by, exiting opposite side of the vehicle away from contact Expat TL ensuring Client safe. Then using the vehicle strong points as initial cover returns fire if possible. Be aware of RPG threat. Cover given by Fronting vehicle</p>	N/A
<p>All Front vehicle team personnel Begin Fire and manoeuvre away from the Contact to dead ground Cover given by Client vehicle</p>	<p>Expat TL Maintaining control of Client at all times, along with driver extract to link up with Rear Vehicle team if possible. Cover given by Fronting vehicle</p>	N/A
<p>Local TL Is responsible for commanding the fire and manoeuvre. All personnel continue giving covering fire until out of the Contact area and begin to move to ERV.</p>	<p>Primary aim is for Front vehicle to provide covering fire while the client is moved to cover.</p> <p>Check clients for non-visual injuries, verbal response should be adequate at this moment in time.</p>	N/A
<p>At ERV or safe area. Secure area and check injuries and kit, check ammo.</p>	<p>TL Inform Nearest Base Ops of Contact details;</p> <p>Who (C/S).</p> <p>When (DTG).</p> <p>Where (Gr),</p> <p>What Happened?</p> <p>What future intent.</p>	N/A
	<p>CASAVAC. When safe to do so.</p>	
<p>Maintain All round security.</p>	<p>Maintain All round security. Watch</p>	N/A
<p>Watch for follow up, by enemy If possible try to obtain transportation, and make way back to nearest safe haven.</p>	<p>for follow up, by enemy, if unable before try and link up with Front group.</p> <p>Try to reassure client</p> <p>Try to reassure client</p> <p>If possible try to obtain transportation, and make way back to nearest safe haven.</p>	



VEHICLE BREAKDOWN

12. Due to the very nature of the terrain that we operate in mechanical failure to a vehicle is a common occurrence.

13. The breakdown action drill will cover most eventualities due to wear and tear issues such as a fiat tyre. The drills listed will allow the Local TLto still maintain a discreet but yet effective security cordon around the client whilst the problem is rectified. Slightly different procedures can be dependent on Hard or Soft skin vehicles, these are highlighted below.

Punctured Tyre / Repairable		
Driver	Team Leader	Client

14. The following drill below is regards to a repairable fault to the client vehicle.

15. If the fault is not repairable quickly as outlined in the table above, then consider the use of an additional vehicle being deployed from the ASHCO Security fleet to assist as a towing vehicle depending on the proximity to a safe haven, threat etc.



Pulls over about 200 metres up	TL informs SOC - SOM	Client members stay in vehicle
and turns around to face the direction he came from and	TL informs the client of fault	
remains in an alert state. Remains static.	TL Informs client of chosen action.	
Standby listening out. Driver exits the vehicle to carry out wheel change. Gets back in the vehicle	Depending on the situation and environment the following drills apply for TL remains in the vehicle engine running. TL informed that "Drill complete" Drive on as normal.	Remains in the vehicle,

16. The threat, area or time may dictate that towing is not possible. In this situation consider a low profile crossover of equipment into the useable second vehicle. The broken vehicle should be left manned (for recovery) where possible, the Local TL will make a tactical decision on the ground as to whom and if a team member stays behind to aid recovery.

17. Once mobile inform the SOC of the situation regarding new formation, remembering that the clients' safety is paramount.

NOTE; In hostile areas the procedures between the Rear and the front vehicle may be reversed to preserve the Low/ Profile (LN's overtly completing tyre changing drills Etc).



17. There are various forms of attack which can occur whilst travelling in a vehicle - the three main types are listed below (All scenarios must be practiced at team level):

ONE VEHICLE DRILLS

18. These procedures are to be used as a guideline only. The incident, scenario and ground will dictate the action to be taken. RUF procedures are to be adhered to at all times.

Contact Drills

Drive Through - Engaging Client Vehicle.

Contact Shots Fired	" Left or Right Adapt Drill According to side	
Front Vehicle	Client Vehicle	Rear Vehicle
N/A	The client Driver immediately attempts to move the vehicle away from the immediate area of danger as quickly as possible.	N/A
N/A	TL instructs the client to get down, as low as possible.	N/A
N/A	TL informs Client "Contact" either Left or Right. "Drive on Drive on Drive on" All efforts to remain mobile must be attempted. A clear goal to exit the contact area and seek cover is to remain the primary aim.	



Contact Front- Engaging Client Vehicle

	The TL must be aware of the possibilities of secondary attack.	
<p>Vehicle moves out of Contact area in formation ASAP Reorganisation ("REORG") to occur as soon as is practical</p>		
N/A	TL confirmatory Check on client's safety and welfare.	N/A
	<p>TL when clear of the contact area informs the SOC of Contact Details; Who (C/S). When (DTG). Where (Gr). What Happened. What future intent. CASAVAC.</p>	
<p>All vehicles proceed to established ERV or safe Haven. Once Secure - check for non-visual injuries - check kit - assess situation Reassure Client - Move on to Nearest Base Location when safe to do so,</p>		



Front Vehicle	Client Vehicle	Rear Vehicle
Contact goes in from the front of Client Vehicle		
N/A	<p>The Driver immediately brings the vehicle to a halt and reverses under control out of the immediate area</p> <p>On comms TL states Contact Front Reverse - Reverse - Reverse</p> <p>TL instructs the clients to get down as low as possible</p> <p>TL returns fire if possible</p>	N/A
	<p>Continues to reverse out of immediate contact area</p> <p>Confirmatory check of client, visual or verbal response.</p>	
<p>All vehicles move fast out of Contact area as quick as possible</p> <p>Make way to nearest established ERV to Reorg and asses.</p>		
N/A	TL confirmatory Check on client's safety and welfare.	N/A
	<p>TL when clear of the contact area informs the SOC of Contact</p> <p>Details:</p> <p>Who (C/S).</p> <p>W/hen (DTG).</p> <p>Where (Gr).</p>	
	<p>What Happened.</p> <p>What future intent.</p> <p>CASAVAC.</p>	
<p>All vehicles proceed to established ERV or safe Haven.</p> <p>Once Secure - check for non-visual injuries - check kit - assess situation . Reassure Client - Move on to Nearest Base Location when safe to do so.</p>		



Contact front - Engaging Client Vehicle - Vehicle Immobilised

Contact Initiated from front - client vehicle immobilised		
Front Vehicle	Client Vehicle	Rear Vehicle
N/A	On comms Contact Front Vehicle Down Vehicle Down TL instructs the clients to get down as low as possible TL returns fire if possible	N/A
N/A	TL extracts with the Client on the opposite side of the attack, along with the driver, close doors behind for that bit of extra cover from view. TL takes up safe position using vehicle features to reassess and gain control of client. If possible driver to give covering fire.	N/A
	Once covering fire is in place, TL along with driver extract to	
	a Location which has cover from fire if possible. City - take a car, enter a building	
	Move out of the contact area to ERV or safe area. Secure area and check injuries and Check kit check ammo	
	TL Inform Nearest Base Ops of Contact details: Who (C/S). When (DTG). Where (Gr). What Happened. What future intent. CASAVAC.	



Vehicle Breakdown

19. Due to the very nature of the terrain that we operate in mechanical failure to a vehicle is a common occurrence.

20. The breakdown action drill will cover most eventualities due to wear and tear issues such as a flat tyre. The drills listed will allow the Local TL to still maintain discreet but yet effective security cordon around the client whilst the problem is rectified. Slightly different procedures can be dependent on Hard or Soft skin vehicles, these are highlighted below.

21. The following drill below is regards to a repairable fault to the client vehicle;

Punctured Tyre / Repairable		
Driver	Team Leader	Client
<p>Pulls over about 200 metres</p> <p>up and turns around to face the direction he came from</p> <p>and remains in an alert state.</p> <p>Remains static.</p>	<p>TL informs SOC</p> <p>TL informs the client of fault</p> <p>TL Informs client of chosen action.</p>	<p>Client members stay in vehicle</p>
<p>Standby listening out.</p> <p>Driver exits the vehicle to carry out wheel change.</p> <p>Gets back in the vehicle</p>	<p>Depending on the situation and environment the following drills apply for:</p> <p>TL remains in the vehicle engine running.</p> <p>TL informed that "Drill complete"</p> <p>Drive on as normal.</p>	<p>Remains in the vehicle.</p>



22. If the fault is not repairable quickly as outlined in par 3 above, then consider the use of an additional vehicle being deployed from the ASHCO Security fleet to assist as a towing vehicle depending on the proximity to a safe haven, threat etc.

23. The threat, area or time may dictate that towing is not possible. In this situation consider a low profile crossover of equipment into the useable second vehicle. The broken vehicle should be left manned (for recovery) where possible, the Local TL will make a tactical decision on the ground as to whom and if a team member stays behind to aid recovery.

24. Once mobile inform SOC of the situation regarding new formation, remembering that the clients' safety is paramount.



GLOSSARY

TERM	MEANING
Eyes on	Able to see (e.g. Rear Vehicle)
Re-Org	Reorganise, check everything
TL	Team Leader (normally in charge)
ERV/Safe Haven	Emergency Rendezvous/ Safe and secure location
SOC	Security Operations Centre
Base Location	Client or Security site location
'Contact'	Warning of an enemy attack
CASAVAC	Evacuation of casualties (air or vehicle)
RUF	Rule for the Use of Force
SOM	Security Operations Manager
Comms	Use of radios/sat phone/mobiles
Covering Fire	Use of lethal force to aid escape
Contact Area	Where friendly forces are engaged in fighting
Low Profile	Used to blend into surrounding areas
LN	Local National to the area working
Local TL	Local nation working as a Team Leader
Crossover	Changing Vehicle
Debus	Getting out the vehicle
Ammo	Weapons Ammunition
RPG	Rocket Propelled Grenade
B6/Hard Skin Vehicle	Armoured vehicle
Soft Skin	White fleet vehicle, non-armoured



ANNEX I-HEALTH AND SAFETY POLICY



HEALTH AND SAFETY & ENVIRONMENTAL POLICY



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COUNTRY MANAGER STATEMENT

ASHCO Security Company " health and safety vision is "to have a work environment that is without injury or illness". ASHCO believes that:

All injuries and incidents are preventable.

No task is so important or urgent that it cannot be done safely.

Without diminishing management's obligations, the responsibility and accountability for health and safety rests with every individual.

At ASHCO, we are committed to conducting our business in a manner that prevents injury or illness to employees,

contractors, subcontractors, clients and the public who may be affected by our work activities. We encourage best

practice in health and safety management within the wider ASHCO community. To achieve this we will:

Maintain and continuously Improve the Health, Safety and Environment Management System (HSEMS) integrated

across the organisation In Iraq. Provide a balanced focus on the management of health and wellbeing, personnel

and process safety and Environment.

Proactively pursue the identification of all hazards and eliminate or, if not possible, "Mitigate" the risk to as low a level OS reasonably practicable. Consult with and promote active participation of employees in the management of

their own and others" health, wellbeing and safety and Environment.

Require that companies providing contract services to ASHCO manage their health and safety and Environment in line with this policy.



Provide resources to achieve a systematic approach to health, personnel safety and process safety management to ensure continuous performance improvement.

Identify performance measures, set improvement targets, measure and report performance at all levels.

As a minimum, comply with „relevant “ legal and other requirements.

Develop a culture where all employees and contractors are constantly aware of safety hazards around them and act accordingly in and away from the workplace.

Include health and safety performance in the appraisal of employees and contractors and recognise accordingly.

ASHCO SECURITY COMPANY,

The operations manager or project security manager shall designate operators or drivers based on experience, knowledge of the local area and qualifications or skills.

Drivers and Team leaders (TL's) are responsible for the safety of both themselves and other passengers under their control in vehicles.

Drivers shall obey all Iraqi and client traffic regulations as applicable to the location in which they are driving and are to familiarise themselves with the procedures for each location they visit. Drivers shall not carry passengers who are unable to be secured by seat belts (such as extra passengers) or unauthorised persons.

ASHCO shall promote defensive driving at all times and shall ensure drivers receive training.

The drivers of ASHCO vehicles shall abide by the posted speed limits / Client safety limits on bitumen roads

and gravel roads except in circumstances in which deteriorating road or weather conditions, or the security situation deems the vehicles to



increase speed through high threat areas or reduce speeds due to weather conditions.

No person under the influence of either drugs or alcohol shall drive a ASHCO vehicle.

All travel shall be monitored by a Security Operational Managers at each location, who will ensure that, Team Leaders (TL's) and Drivers ensure that at a minimum have:

Adequate fuel is provided

Checks for safety and reliability are performed

Communications are available

Responsible parties are aware of route and travel plan

Team Leaders, Teams and all passengers receive and up to date Ops and Intelligence brief on the

Operational Procedures and Threat that covers the complete journey.

All accidents and incidental damage is to be reported to the correct authorities and rectified as soon as

possible. Any driver who is involved in a vehicle accident and found to be negligent may be liable for

termination under the terms of their employment contract and may also be held responsible for all

penalties and/or damages

WORKING HOURS

ASHCO recognises the risk posed to work groups with tired or fatigued workers and supervisors. Each sub-

station and regional location must develop a roster of work that provides adequate periods of rest that is unique to each ASHCO site location. It is the responsibility of the onsite Manager for each location to ensure this policy



is observed and adequate plans for working hours are put in place and monitored.

Under normal operating conditions, the maximum number of hours to be worked by an employee and the minimum rest periods to be taken in a 24-hour period is eight hours, under local labour law. In some circumstances, Operations Managers can extend this to cover specific tasks, but must insure that adequate rest is provided thereafter.

A work period is inclusive of any meal or comfort breaks during normal working hours. Operations Managers and Team Leaders (TL's) shall ensure that all employees take regular and adequate breaks for meals,

ASHCO recognise the importance of certain locations working on a shift rotation basis and that each location will differ from the next. Any employee having worked shifts of up to 12 hours should have at least an 8 hour rest between shifts where possible, a risk assessment should be completed for any employee who is working longer hours without the recommended rest period. Any employee having worked a shift in excess of 8 hours should have at least a 10-hour continuous rest between shifts.

Drivers should have a 45-minute break after 4 hours of continues driving and have regular stops for food and water.

The policy recognises that ASHCO managers, supervisors and employee's working in all regions of Iraq are required to work flexibly and often for extended working hours due to the continuous nature of operations. Managers and supervisors are to use their experience and judgment to minimise the potential effects of fatigue, take regular rest breaks and always ensure that safety is not compromised, risk assessments must be completed for any ASHCO employees' or sub-contractor who's task requires them to work outside of the recommended working hours. Further guidance can be sort from the ASHCO HSE Manager Iraq.



WORKING IN HOT ENVIRONMENT

Purpose

The purpose of this policy is to provide clear guidance for all employees regarding working in hot

environments. ASHCO is committed to providing the highest standard of occupational health and safety

management, ensuring effective systems are implemented for the identification, assessment and

mitigation of heat stress hazards. Each individual, regardless of position within ASHCO s, has an obligation

not to endanger his/her own or another individual's health or safety,

The knowledge and experience of employees working in hot conditions is valuable and they shall be

actively involved in consultation during the development of policy, procedure and controls.



Definition

Employees refer to all employees of ASHCO's, including temporary workers and contractors.

Scope

This policy applies to all employees working in or visiting an operational theatre for official ASHCO business.

This policy applies at all times, including after working hours.

Key Principles

Where the potential for heat stress exists, ASHCO Management team in Iraq will:

Implement hazard management strategies to minimise exposure to extreme heat conditions based on the "hierarchy of control". (Eliminate Hazards, Substitute Hazards, Engineer Controls, Reduce Exposure Time, Procedures, Information, Correct use of PPE, Welfare & Hygiene)

Provide an adequate amount of water and when possible electrolyte supplement, shading and facilities to allow employees a place to cool down and retain required core body temperatures.

Regularly review activities that have potential to cause a heat-related illness. All activities should be risk assessed and risk assessments should be implemented, monitored and reviewed for all ASHCO employees who are subject to working long hours in hot temperatures.



Employees are required to:

Wear loose fitting, full-length porous clothing.

Drink adequate amounts of water and electrolyte supplements when working outdoors.

Take regular controlled breaks during hot periods.

Cease working if affected by any level of heat stress and notify supervisor.

Observe for the early signs and symptoms of heat stress in fellow workers.

Responsibility and Accountability

The ASHCO management team in each location is responsible for ensuring this policy is followed and reviewed.

Managers are responsible for adhering to and supporting this policy. Managers are also responsible for leading by example with regard to the implementation of this policy.

All employees are responsible for adhering to this policy.

Monitoring and Evaluation

The operation of this policy will be monitored, and a review conducted at the end of every 12-month period. The HSE Manager Iraq will be responsible for initiating the review.

Records

The in-country admin/training manager will record any necessary documents relating to this policy in

the respective employee's personnel file.



HAZARDOUS SUBSTANCE AND DANGEROUS GOODS

ASHCO s" diverse range of activities periodically involves the handling, transport, storage or use of hazardous substances and dangerous goods. ASHCO recognises the importance of establishing systems for the safe use, storage, transport and handling of hazardous substances and dangerous goods.

The manager for each ASHCOs' site location shall where possible:

Obtain an approved Material Safety Data Sheet (MSDS) from the supplier/manufacturer for all hazardous substances if possible.

Maintain a hazardous substance register of all hazardous substances at each ASHCO site. This is only relevant for all ASHCO owned equipment; the HSE Manager Iraq will liaise with all clients to ensure that suitable copies of hazardous substances that affects the health and wellbeing of all ASHCO are provided. Make the register and all MSDS sheets available to all employees exposed to the hazardous substance.

Ensure all hazardous substances held at ASHCO s" sites are correctly labelled.



Whenever possible send all unlabelled, unknown or waste hazardous substances to an authorised disposal facility. All attempts must be made to dispose all hazardous waste in line with this policy and local procedures for the disposal of waste.

Ensure that, in cases where a hazardous substance is transferred into another container, the receiving container is correctly labelled as per the original.

Ensure that personnel are appropriately trained in the safe use, storage, transport and handling of hazardous substances and dangerous goods.

Ensure that a risk assessment is produced for all hazards and substances that cover all ASHCO employees.

All risk assessments should be regularly reviewed and amended when legal requirements and working practices are changed.

Periodically review the hazardous substances in use with a view to eliminating, replacing or reducing such substances and to ensure that adequate protective measures are in place.

MANUAL HANDLING

ASHCO is committed to minimising the potential for injury or disablement to its employees by applying, encouraging and training correct lifting techniques and setting the maximum allowable weight to be lifted by an individual when performing manual handling tasks.

ASHCO shall make available devices to aid in the lifting and movement of equipment and substances on its worksites to eliminate or minimise the need for employees to lift heavy items.

Manual handling activities include personnel required to lift, carry, push, pull, move, hold or restrain a load.

A clear understanding of the risk factors and the risk assessment process will significantly reduce the risk of injury from manual handling. Quartermasters at each location in conjunction with the HSE Manager should produce a Risk Assessment that cover all manual handling tasks at each location.

The HSE manager is to ensure that thorough examinations and inspections as required by Lifting Operations and Lifting Equipment Regulations (LOLER).



Any lift must be conducted utilising one of the following techniques:

Use of mechanical lifting equipment (such as a winch or forklift)

Use of manual lifting equipment (such as a trolley, lifting block or wheel barrow)

Use of a team lift.

ASHCO shall train all worksite personnel in correct and safe lifting techniques. The training will be aimed at assisting employees to:

Know their lifting limitations

Correctly plan a lift

Correctly execute lifting techniques

Identify suitable lifting aids

PERSONAL PROTECTIVE EQUIPMENT

ASHCO accepts its responsibility to protect the health and safety of its employees in the workplace by promoting a policy of safety awareness regarding the necessity of wearing appropriate personal protective equipment (PPE) to minimise exposure to hazards. The existence of this PPE policy does not reduce.

ASHCOs' commitment to eliminate hazards as the first and primary control measure.

ASHCO shall:

Enforce, in accordance with relevant contract obligations, that suitable clothing and equipment

including boots, helmets, ballistic eye protection, long trousers, long-sleeved shirts, overalls (where

applicable) and body armour are worn.

Provide adequate and relevant PPE to all personnel



Provide adequate training for the correct use of PPE

Provide and maintain appropriate training for personnel on the possible effects of hazardous substances, fire and the selection, use and maintenance of suitable clothing and protective devices to minimise these effects.

Promote and review this policy at safety meetings and through promotional material at regular intervals.

Ensure that the PPE purchased is adequate, suitable and appropriate for the task and is used by personnel and meets the need of the client.

Maintain a list of approved PPE local and International suppliers to ensure standardisation and to make sure that only approved equipment is purchased.

It is the responsibility of employees to:

- Use the appropriate clothing and other PPE supplied for their protection.

- Not alter or modify PPE without the written approval of the country manager, quartermaster and the manufacturer.

- Attend and participate in mandatory training programs on the identification and use of PPE.

WORKPLACE HARASSMENT (BULLYING) PREVENTION

ASHCO is committed to ensuring a healthy and safe workplace that is free from workplace harassment.

Workplace harassment is unacceptable and will not be tolerated.

In contrast to sexual harassment, workplace harassment is repeated behaviour by an individual, including the person's employer, a co-worker or group of co-workers that:

- Is unwelcome and unsolicited

- The person considers offensive, intimidating, humiliating or threatening

- A reasonable person would consider offensive, humiliating, intimidating or threatening

Workplace harassment does not include reasonable management action by ASHCO in connection with a



person's employment. Detailed below are examples of behaviours that may be regarded as workplace harassment if the behaviour is repeated or occurs as part of a pattern of behaviour. This is not an exhaustive list; however, it does outline some of the more common types of harassing behaviours that include:

Abusing a person loudly, usually when others are present.

Repeated threats of dismissal or other severe punishment for no reason.

Constant ridicule and being put down.

Leaving offensive messages on email or the telephone.

Sabotaging a person's work, for example, by deliberately withholding or supplying incorrect information, hiding documents or equipment, not passing on messages and getting a person into trouble in other ways. Maliciously excluding and isolating a person from workplace activities. Persistent and unjustified criticism, often about petty, irrelevant or insignificant matters. Humiliating a person through gestures, sarcasm, criticism and insults, often in front of customers, management or other workers.

Spreading gossip or false, malicious rumours about a person with an intent to cause the person harm. Targeting someone for their religious beliefs or ethnicity.

ASHCO requires all workers to behave responsibly by complying with this policy, to not tolerate unacceptable behaviour, to maintain privacy during investigations and to immediately report incidents of workplace harassment to supervisors, safety advisors and/or the human resources manager.

Managers and supervisors must also ensure that workers are not exposed to workplace harassment.

Managers are required to personally





demonstrate appropriate behaviour, promote this policy, treat complaints seriously and ensure that, when a person lodges or is witness to a complaint, that this person is not victimised.

ASHCOs' grievance procedure outlines the process for reporting, investigating, resolving, and appealing workplace harassment complaints. Any reports of workplace harassment will be treated seriously and investigated promptly, fairly and impartially.

DRIVING POLICY

Driving is the activity that presents the greatest potential risk for accidents in Iraq. To minimise this risk and ensure that UK standards for driving qualification and practices are followed, this driving policy applies to all ASHCO's personnel in Iraq. This policy also provides the foundation for building a driver improvement program in Erbil Iraq. The following shall be implemented in all locations.

Journey management : Journey Management Forms (JMF's) should be completed prior to any vehicle movement

Driving standards: All MET's are to be briefed on the ASHCO and Clients driving



standards on each of the project sites. If personnel move to different projects, they are to be inducted and briefed on the driving standard for that location. Certi-



fied driver training courses should be attended.

All ASHCO personnel in Iraq are to comply with this policy at all times.



Driver Training and Qualification

Only approved and trained personnel and contractors are allowed to drive vehicles on behalf of ASHCOs, including company-owned or leased vehicles or vehicles rented for business purposes. All drivers must attend and pass the ASHCO driving course.

No TCN should drive any ASHCO owned or hired vehicle without a valid driving licence [That has been

checked] and without being assessed by the regional driving assessors.

Seat Belts/PPE



As a condition of employment, all employees, contractors and clients must wear seat belts at all times when driving a vehicle. The vehicle commander must ensure that all other vehicle occupants are also wearing seat belts.

The correct Personal Protective Equipment (PPE) must be worn by all drivers, APT's and clients at all

times when travelling in a ASHCO vehicle.

Vehicle Daily Inspection

Vehicles should be inspected daily and prior to use. All faults should be recorded and rectified.

Safety Brief

All personnel traveling in a ASHCO vehicle must receive the mandatory safety brief prior to commencement of any journey.

Journey Management

All locations shall have in place an active journey management program that complies with the applicable standard. Each location's journey management program shall address all local driving conditions and identified risks.



Substance Abuse

Driving a vehicle while under the influence of alcohol or drugs is strictly prohibited and subject to disciplinary action as stated in the ASHCO Drug and Alco-



hol Policy. **Unauthorised weapons**

No unauthorised weapons should be carried within the vehicle at any time.

Driver Monitoring

For ASHCO personnel on contract, a driver improvement monitor shall be installed in all vehicles designed

for road use that are owned, leased or subcontracted by ASHCOs.

ASHCO shall adopt a programme for regularly reviewing the data gathered by the monitors and using that data to continually improve driver skills. Management must be actively involved in the implementation of this programme.

Any ASHCO vehicle commander who has concerns with a driver's performance can request that the driver be assessed by the qualified local assessor. Recommendations would then be made as to what action is required.

Mobile Phone

Drivers should neither initiate nor answer a mobile phone call or message whilst driving a ASHCO vehicle, regardless of whether a hands-free device is available or not. Mobile phones may be left on during a trip to alert the driver of an incoming call or message; however, the vehicle must be brought to a complete and safe stop before responding. Vehicle commanders and clients should only use a mobile phone for official work related business or in an emergency,

Road Traffic incidents

Any driver who has been involved in a Road Traffic Incident RTI and is found at fault must receive a driving assessment from one of the ASHCO driving instructors prior to continuing his driving tasks.



Speed Limits

Speed limits on long journeys are to be a max of 100KM/H dictated by the Team Leader only and based on current conditions at the time of journey.

Disciplinary Action



Any violations of this Policy may subject the employee to disciplinary action.

ENVIRONMENTAL

This policy demonstrates ASHCO 's commitment to the environmental challenges that we face on all our operations in Iraq. It is our absolute intention to ensure that we operate in a safe manner and that our actions and attitudes towards the environmental issues in Iraq remain positive and in line with the current legislation laid down by the Supreme Council for the Human and Environment.

Environment, implemented by the *{Directorate General of the Ministry of Health MOH in Iraq}*

ASHCO is totally committed in its endeavours to meet and wherever possible exceed the requirements of environmental legislation and will continually strive to improve the environmental impacts of its operations and products.



In order to achieve its obligations ASHCO in Iraq will:

Continually seek to reduce or prevent the environmental impact of our services.

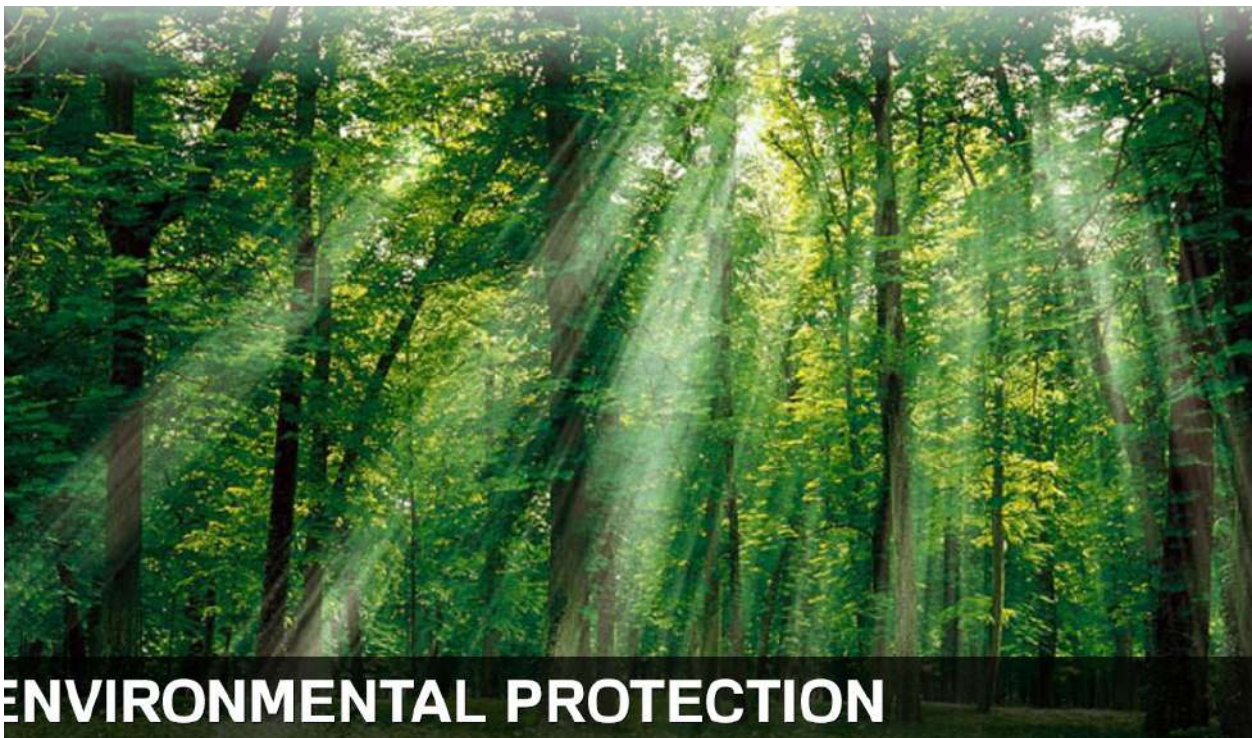
Ensure continuous improvement through the establishment of objectives in line with company policies and procedures.

Attempt to minimize energy and material consumption in operation of our services, as part of on-going risk management process.

Carry out appropriate Aspect and Impact assessments of the company's activities to ensure continuous improvement in the health and safety of its employees and compliance with applicable legislation.

Aim to reduce waste and manage waste in better ways in accordance with the aspects and impacts assessment.

The Company will review its policies and objectives annually and develop and publish a plan in accordance with the requirements of the objectives.



ENVIRONMENTAL PROTECTION

ASHCO will promote best practice internally and throughout our opera-



tions in Iraq to meet these objectives.

Provide information, supervision and Environment awareness training to enable all employees to carry out their roles effectively Monitor and investigate all environmental incidents and prevent reoccurrence by appropriate action.

Regularly monitor and review all policies, procedures and premises to ensure standards are maintained and promote development as necessary.

Ensure all site areas are audited periodically by the HSE Manager.

Provide adequate resources for the promotion of environmental management including access to competent advice from internal and external sources that include ASHCO's clients in Iraq and the Ministry of Natural Resources Health, Safety and Environment Department (MNR HSED) in Kurdistan and the Ministry of Health (MOH) in Iraq.



Task Risk Assessment

Ground:

Reason for visit:

Duration of Project:

Local Security:

Local Influences:

Routes to Site:

Security Concerns:

Importance of the Project to Client:

Reference Documents:

AL-SHAHM COMPANY
For Security Services



ANNEX J-GRIEVANCE POLICY



GRIEVANCE POLICY

July 2018



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GRIEVANCE POLICY

1. Raising a Grievance Informally

Any employee who has a grievance relating to their employment may raise the matter informally with their manager during the course of normal work. This is not part of the grievance procedure. Only if the matter is not resolved between them should the formal grievance procedure need to be used.

2. The Formal Grievance Procedure.

Stage 1

The employee should put their grievance in writing, if the employee cannot write a representative can be assigned. The employee does not need to state that their complaint is a formal grievance, however it would be helpful if they would do so. This should be given to your line manager, if the grievance is sensitive to your chain of command the grievance can be sent to Senior Management.

Stage 2

Once a written grievance has been received by the employer, then the organisation has a responsibility to investigate the matter and to invite the employee to a formal grievance hearing.

The employee may at this stage, if they wish, be accompanied by another employee/work colleague from the organization or a trade union official or representative.

The supervisor is required to:

1. Record full details of the matter, or accept signed written details of the matter
2. Provide an answer in writing to the employee with a copy to the representative, if any. Should the employee then wish to take the issue to the next stage of this procedure, the supervisor shall notify the Stage 3



management representatives without delay.

Under the statutory standard grievance procedure, a grievance hearing must not take place unless the employee informs the employer of the basis of their grievance. Also, such a hearing must not take place unless the employer has had a reasonable opportunity to consider their response to that information.

The timing and location of the grievance meeting must be reasonable. Therefore should an employee make a complaint with regards to an unacceptable working environment, the meeting would usually take place away from this environment and in most circumstances the meeting will take place during the employee's normal working hours.

Stage 3

The Stage 3 management representative will arrange to meet the employee concerned and/or, at the latter's wish, their representative.

At this meeting the employee may be accompanied as at Stage 1.

Following the meeting, the management representative is required to dispatch an answer, in writing, to the employee and, if applicable, to the representative.

The decision of the Stage 3 management representative will be final.

3. Time Limits

The various steps of the procedure should be held within a reasonable time, 7 days. Often the procedure will give an indication of these times but they should not be fixed, as it may not be possible to meet them. For example, if a detailed investigation is required, time will have to be extended.

In the absence, for any reason, of the appropriate management representative, the procedure may authorize any other executive of the [Company/Organisation] to take the necessary action on their behalf. At the request of the employee, however, consideration may be deferred until the return of the appropriate management representative.

Although there are time limits within which answers to grievances are to be given, it is important that grievances are dealt with as quickly as possible, and as close to the level of origin as possible.



Notes;

1. An employee may be able to establish constructive dismissal either if the employer has no procedure or fails to deal with a grievance under the procedure. It is an implied term of the contract of employment that the employer will give employees a reasonable opportunity to obtain redress of grievances.

2. A grievance procedure should be simple, set down in writing and rapid in operation. The procedure should provide that grievance proceedings and records should be kept confidential.

3. An employee has a statutory right to be accompanied by a representative at a grievance hearing. A grievance hearing is defined as one 'which concerns the performance of a duty by an employer in relation to a worker'

4. The manager dealing with an employee's grievance should respond in writing to the employee setting out the basis on which the grievance is accepted or rejected. It is important that there is not undue delay in responding and that the decision is full and reasoned.

5. It is an implied term of the employment contract that an employer will give employees a reasonable opportunity to obtain redress of grievances.

6. An employer should ensure that careful notes are made of grievance hearings. Records of grievance hearings should be retained setting out the nature of the grievance raised, the employer's response, any action taken and the reasons for it. Unsuccessful grievances can be followed by an employee resigning.

It is therefore important for the employer to have written documentary evidence on how the grievance was handled.

7. Records of grievance hearings should be kept confidential and retained.

8. Employers should check their grievance procedures to examine if they reflect or are consistent with the statutory grievance procedure. Employers should always follow the requirements of the statutory procedure.

9. All employers (and employees) have had a legal obligation to follow the statutory grievance procedures.

AL-SHAHM COMPANY
For Security Services



WHISTLEBLOWING POLICY



Whistleblowing policy

(confidential reporting)

July 2018



1. What is Whistleblowing?

In this policy 'Whistleblowing' means the reporting by employees, contractors or general public of suspected misconduct, illegal acts or failure to act within ASHCO Security Company (ASHCO) policy, plans and procedures.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of ASHCO work to come forward and voice those concerns.

Employees are often the first to realise that there may be something seriously wrong within the company. 'Whistleblowing' is viewed by ASHCO as a positive act that can make a valuable contribution to the company's efficiency and long-term success. It is not disloyal to colleagues or ASHCO to speak up. ASHCO is committed to achieving the highest possible standards of service and the highest possible ethical standards in public life and in all of its practices. To help achieve these standards it encourages freedom of speech.





If you are considering raising a concern you should read this Policy first. It explains:

- the type of issues that can be raised
- how the person raising a concern will be protected from victimization and harassment.
- how to raise a concern, and what ASHCO will do.

If you are unsure whether to use this Policy and want advice at any stage, you may contact Senior Management directly by-passing line managers. The feedback given will remain confidential always.

2. What is the aim of the Policy and when does it apply?

2.1. Aims of the Policy

The Policy is designed to ensure that you can raise your concerns about wrongdoing or malpractice within ASHCO without fear of victimisation, subsequent discrimination, disadvantage or dismissal.

It is also intended to encourage and enable you to raise serious concerns within the company rather than ignoring a problem or 'blowing the whistle' outside.

This Policy aims to:

- encourage you to feel confident in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues for you to raise those concerns and receive feedback on any action taken
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied
- reassure you that you will be protected from possible reprisals or victimisation if you have made any disclosure in good faith.



2.2. Scope of this Policy

This Policy Is Intended to enable those who become aware of wrongdoing in ASHCO affecting some other person or service, to report their concerns at the earliest opportunity so that they can be properly investigated.

The Whistle Blowing Policy is not intended to replace existing procedures:

- If your concern relates to your own treatment as an employee, you should raise it to your line manager
- If a client has a concern about services provided to him/her, it should be raised as a complaint to the Senior Management of the company
- Complaints of misconduct by ASHCO are dealt with under a separate procedure

2.3. Who can raise a concern under this Policy?

The Policy applies to all:

- employees and contractors of ASHCO
- employees of contractors working for ASHCO
- those providing services under a contract or other agreement with ASHCO in client premises

2.4. What should be reported?

Any serious concerns that you have about service provision or the conduct of ASHCO employees or members ASHCO or others acting on behalf of ASHCO that:

- make you feel uncomfortable in terms of known standards;
- are not in keeping w/ith the ASHCO policies;
- fall below established standards of practice; or
- are improper behaviour.

These might relate to;



- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- disclosures related to miscarriages of justice
- racial, sexual, disability or other discrimination
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- neglect or abuse of clients, or
- other unethical conduct such as breaching Human rights

This list is not exhaustive.

3. Protecting the Whistleblower

3.1. Your legal rights

This policy has been written to take account of the Public Interest Disclosure Act 1998 (United Kingdom) which protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest. Currently Kurdistan does not have a similar Act therefore ASHCO will adopt this until one is available, a copy is available on request.

The Act makes it unlawful for ASHCO to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

Rarely, a case might arise where it is the employee that has participated in the action causing concern.

In such a case it is in the employee's interest to come into the open as soon as possible. ASHCO cannot promise not to act against such an employee, but



the fact that they came forward may be taken into account.

3.2. Harassment or Victimization

ASHCO is committed to good practice and high standards and to being supportive of you as an employee.

ASHCO recognises that the decision to report a concern can be a difficult one to make. If you honestly and reasonably believe what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer, your colleagues and those for whom you are providing a service.

ASHCO will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith and will treat this as a serious disciplinary offence which will be dealt with under the disciplinary rules and procedure.

3.3. Support to you

Throughout this process:

- you will be given full support from senior management
- your concerns will be taken seriously, and
- ASHCO will do all it can to help you throughout the investigation

If appropriate, ASHCO will consider temporarily re-deploying you for the period of the investigation.

For those who are not ASHCO employees, the company will endeavour to provide appropriate advice and support wherever possible,



3.4. Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if that is your wish. If disciplinary or other proceedings follow the investigation, it may not be possible to take action as a result of your disclosure without your help, so you may be asked to come forward as a witness. If you agree to this, you will be offered advice and support.

3.5. Anonymous Allegations

This Policy encourages you to put your name to your allegation whenever possible. If you do not tell us who you are it will be much more difficult for us to protect your position or to give you feedback. This policy is not ideally suited to concerns raised anonymously.

Concerns expressed anonymously are much less powerful but they may be considered at the discretion of ASHCO. In exercising this discretion the factors to be taken into account would include;

- the seriousness of the issue raised
- the credibility of the concern, and
- the likelihood of confirming the allegation from other sources

3.6. Untrue Allegations

If you make an allegation in good faith and reasonably believing it to be true, but it is not confirmed by the investigation, ASHCO will recognise your concern and you have nothing to fear. If however, you make an allegation frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action, may be taken.



4. Raising a Concern

4.1. Who should you raise your concern with?

4.2. How to raise a concern

ASHCO have appointed an independent single point of contact for whistleblowing incidents. Mr Beston Anwar Fatah, a consultant advocate, will receive and assess all concerns.

You may raise your concern in person by telephone at 07504708871, or he can be reached by email at (a_bestun@Yahoo.de)

The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- the nature of your concern and why you believe it to be true
- the background and history of the concern (giving relevant dates)

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you have a genuine concern relating to suspected wrongdoing or malpractice within ASHCO and there are reasonable grounds for your concern.

You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or concerns.

5. What the ASHCO will do.

ASHCO will respond to your concerns as quickly as possible. Do not forget that testing your concerns is not the same as either accepting or rejecting them.

The overriding principle for ASHCO will be the public interest. In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until



(or if) it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately.

Protection of others is paramount in all cases.

Where appropriate, the matters raised may;

- be investigated by management, internal audit, or through the disciplinary/ grievance process
- be referred to the police
- be referred to an external auditor
- form the subject of an independent inquiry
- Within ten working days of a concern being raised, the person investigating your concern will

write to you:

- acknowledging that the concern has been received
- indicating how ASHCO proposes to deal with the matter
- supplying you with information on staff support mechanisms
- telling you whether further investigations will take place and if not, why not.

The amount of contact between you and the senior management considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of your information. It is likely that you will be interviewed to ensure that your disclosure is fully understood.

Any meeting can be arranged away from your workplace, if you wish, and a union or professional representative or a friend may accompany you in support.

ASHCO will do what it can to minimise any difficulties that you may experience as a result of raising a concern. For instance, if you are asked to give evidence in criminal or disciplinary proceedings, ASHCO will arrange for you to receive appropriate advice and support.



You need to be assured that your disclosure has been properly addressed. Unless there are any legal reasons why this cannot be done, you will be kept informed of the progress and outcome of any investigation.

6. The Responsible Person

The responsible person (Senior Manager or above) has overall responsibility for the maintenance and operation of this Policy,

7. How the Matter can be Taken Further

This Policy is intended to provide you with an avenue within ASHCO to raise concerns. ASHCO hopes you will be satisfied with any action taken. If you are not, and you feel it is right to take the matter outside ASHCO, the company will remain transparent for any external investigation, but using this avenue may exclude you from the Public Interest Disclosure Act 1998.

8. Review of the Policy

ASHCO will review this Policy annually.

9. Corporate Recording and Monitoring

Senior Management will maintain a register containing all concerns that are brought to attention. All persons allocated to look into a concern must ensure the Senior Manager is provided with sufficient details for the corporate register.

The Senior Manager will review the register and produce an annual report if needed. The report will include a summary of the concerns raised, to which department they related, the post to which the con-



cerns related (if not confidential) and any lessons learned. The report will not include any employee names. The aim of this is to ensure that:

NASA and/or the relevant department learn from mistakes and do not repeat them and consistency of approach across the departments. The register together with the annual reports will be available for inspection by internal and external audit, after removing any confidential details.





ANNEX K-DRUGS AND ALCOHOL POLICY



Drugs and Alcohol Policy

Jun 2018



Introduction

This Statement sets out the company's policy in respect of any employee whose proper performance of their duties is or maybe impaired as a result of drinking alcohol or taking drugs. ASHCO Security expects each employee to behave responsibly to ensure that alcohol and drugs will not be used in a way that affects Health and Safety in the workplace or the ability to do their job.



POLICY

As part of ASHCO Security concern for health, safety, and environmental protection, we are continually striving to “lead the way” in our policies and standards in corporate behavior and as such this calls for commitment from all of us.

The Company will encourage any employee with an alcohol or drugs problem to volunteer for help and will work with them to seek resolution. If an incident occurs involving alcohol or drugs with no prior indication that an employee has an alcohol or drug dependence, then this will be treated as gross misconduct.

Society and industry have become increasingly concerned about the dangers of drugs and alcohol abuse.

Therefore, it is a requirement of the company that no employee shall:

- Report or endeavour to report for work while under the influence of alcohol or drugs;
- Report for work in an unfit state due to the use of alcohol or drugs;
- Be in possession of drugs or alcohol in the workplace or contain them in company or client property, vehicles or plant.
- Consume alcohol or drugs whilst at work.
- Refuse to undertake any alcohol or drugs test that they are requested to take, be it by employer or client whilst on their premises.

For the purpose of this policy, an unfit state through consumption of alcohol is defined by the board of directors as follows, and detection by testing of more than the following levels shall be defined as a “Positive



result” of an alcohol test:

- The presence of drugs, other than medication which does not affect work performance;
- *More than 80 milligrams of alcohol in 100 millilitres of blood.
- More than 35 micrograms of alcohol in 100 millilitres of breath.
- *More than 107 milligrams of alcohol in 100 millilitres of urine.

*Blood and urine tests will be conducted if the employee is medically incapable (such as asthma), this will be conducted by a third party.

However, the above limits will be reduced, for example where employees are working on a project/site or in a country/region that stipulates lower levels than those mentioned above. If a test result breaches any applicable lower limits, this will also be considered a “Positive Result”

Any employees carrying firearms are forbidden to drink alcohol 24hrs prior to signing out weapons, any person with a “positive result” will be removed from that days tasking and disciplinary measures will begin which includes instant dismissal

Staff may be subject to pre-employment and/or unannounced Drugs and Alcohol testing, and in addition if a safety related incident occurs they may also be subject to ‘For Cause’ Drugs and Alcohol testing. All staff must consent to testing if requested. Refusal to undergo testing will be treated as a positive result.

A positive result from a drugs and alcohol test, whether unannounced or ‘For Cause’ testing, will lead to immediate suspension from all working situations. A positive result whilst in any working situation or a refusal to be tested will result in disciplinary measures, which may include action up to and including dismissal. This is regardless of whether the alcohol or drugs had been taken prior to commencement of employment with ASHCO Security.

It is the responsibility of all staff to report anybody who is suspected of being, or who is, unfit to commence/continue with their work because of the effects of drugs or alcohol.

Employees or contractors taking medically prescribed drugs that may impair



their performance are required to inform their immediate line manager to discuss this usage, to ensure their safety is not compromised. If after an Incident he/she is tested due to their behaviour, then their failure to inform line management will be taken into account during any subsequent disciplinary proceedings.

The company will not tolerate any breaches of these rules and it will be viewed as misconduct with appropriate disciplinary action being taken up to and including dismissal in the event of any infringement from the laid down policy.

The Company is committed to providing a safe working environment in every sense, so that everyone can carry out their work, fulfilling their responsibilities unhindered.





ANNEX I-PROCUREMENT POLICY



Procurement Policy

February 2019



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RESPONSIBLE PROCUREMENT POLICY

The ASHCO Security vision & sustainability principles

ASHCO Security (ASHCO) vision is to be a Kurdish benchmark for value creation and corporate Citizenship, the following Policy is for standard procurement and a separate Policy note has been written for weapons and ammunition.

In order to achieve this vision, ASHCO have implemented a sustainability policy.

ASHCO's integrity, understanding, excellence, unity, and responsibility the sustainability policy principles are to:

1. Conduct business with responsibility, integrity and respect, maintaining high ethical standards.
2. Provide a safe, healthy and fair workplace.
3. Generate economic value through enhancing what is offered to clientele.
4. Respect the environment, working with customers and suppliers to improve the environmental profile of the company.
5. Make a positive impact on the communities where projects are operated.

ASHCO recognises that to have the maximum benefit the company must seek to apply these principles Throughout its supply-chains.

Responsible Procurement

Responsible Procurement is an important element in delivering the ASHCO Security Vision.

The ASHCO Responsible Procurement Policy explains how it will work with suppliers to ensure that the

supply chains share the company's values.



The Policy will become an integral part of our procurement processes. It will drive for transparency,

adherence to laws, regulations, minimum standards and continuous improvement.

It will ensure that ASHCO procures its materials, goods and services in a responsible way, in line with company Values.

Responsible Procurement will be given systematic consideration alongside factors such as price and quality. It is encouraged suppliers work with ASHCO and to improve continuously with respect to the Policy.

This Policy applies to all goods and services as supplied by all the suppliers and their supply chains.

The Responsible Procurement Policy has the following principles which are detailed in the annex:

- Health & Safety - ASHCO expect our suppliers to adopt management practices in respect of Health & Safety which provide a high level of safeguarding for their workers.

- Fair Business Practices - the MSC Code of Conduct outlines the ethical standards and fair

business practices by which ASHCO conducts business and it is expected the suppliers to adopt

similar principles.

- Environmental Protection - ASHCO expect suppliers to maintain effective policies, processes and procedures to manage their environmental impact.

- Human Rights - ASHCO expects the suppliers to develop and implement policies and procedures to ensure all human rights in their business and to encourage their suppliers to do likewise.

- Local Community Development - ASHCO expect our suppliers to



contribute to the social, economic and institutional development of the communities in which they operate.

Responsible Procurement Policy

ASHCO Security requires its suppliers to abide by all local applicable laws and regulations and to have systems in place that prove they are doing so. In addition, ASHCO expects its suppliers to adhere to the specific requirements of the Policy and to apply these expectations in dealings within their respective supply chains.

The supplier must always comply with the most demanding requirements, whether relevant applicable laws or the Policy.

Suppliers staff working on ASHCO sites will abide by all relevant laws, regulations and standards which will, in many cases, differ from the requirements of the Policy.

ASHCO may take a specific position on supplies from particular global regions on the basis of ethical concerns. ASHCO will not knowingly purchase anything which originates in conditions of armed conflict and human rights abuses.

ASHCO expects its suppliers to be open and to collaborate with ASHCO to further improve responsible practices

in the five principles of the Policy, Suppliers can expect ASHCO to carry out its business following these

principles too. If any supplier suspects that this is not so, ASHCO has an anonymous 'whistleblower'

process to report this.

ASHCO expects suppliers to also apply the requirements of this Policy within their own supply chain and will give recognition to suppliers who do this.



How the Responsible Procurement Policy will work

ASHCO Security recognises that there are differences in the supplier base in terms of their scale, scope and operations. The Policy is designed to work for the whole supplier base, although aspects of auditing, meetings, discussions and review sessions will vary both in terms of timing and areas of focus. In covering the entire supplier base, the Policy will be implemented in such a way to maximise the company's impact on improving sustainability issues.

ASHCO will require documentary evidence of compliance with the Policy and in some cases will carry out audits and/or site visits of suppliers. ASHCO will work with suppliers to identify issues that do not match expectations and help to support and collaborate with suppliers in addressing any gaps identified. ASHCO will disengage from suppliers that do not meet the requirements of the Policy and who cannot commit to an Improvement programme.

ASHCO will report to the owners of ASHCO on progress of the implementation of the Responsible Procurement Policy, ASHCO will periodically review the Policy to ensure that it continues to meet targets and moves towards the vision to be a Kurdish benchmark for value creation and corporate citizenship.

Annex to the Responsible Procurement Policy

Detailed Requirements

The ASHCO Security Responsible Procurement Policy is based on five principles blocks. All suppliers are required to demonstrate compliance to all five principles or to demonstrate a plan to move to compliance over a period of time. Compliance will be assessed by ASHCO through audits and/ or site visits, It is recognised that compliance with these principles may mean very different things across individual projects.



The five principles

1. Health & Safety

ASHCO expect its suppliers to adopt management practices in respect of Health & Safety which provide a high level of safeguarding for their workers. ASHCO commitment to ensuring zero harm to its employees and contractors. This means that ASHCO will not willingly allow practices within the supply chain which could result in harm to workers and contractors,

To satisfy requirements under Health & Safety, it is required that suppliers adopt suitable and robust management practices for Health & Safety. Suppliers who have management systems accredited to OASHCOAS 18001 or equivalent will be deemed to satisfy this requirement. It is not always possible for suppliers to gain certification, the ASHCO QHSE representative must ensure ASHCO Security Health & Safety policy is followed.

In addition to the requirements detailed here, all ASHCO personnel working on client sites must operate under the Health & Safety requirements of that site, even if these differ from the practices of the suppliers' company.

2. Fair Business Practices

The ASHCO Code of Conduct outlines the ethical standards and the fair business practices by which ASHCO conducts business and it is expected suppliers to adopt similar principles.

The ASHCO Code of Conduct defines the ethical behaviour of all ASHCO employees. The aim is that supply chains should share the relevant principles. To demonstrate compliance with this requirement, suppliers should be able to provide documentary evidence that these principles, or similar, are included in their policies and / or work practices.

Salient points for suppliers on ASHCO Code of Conduct are as follows:

- Competition - to desist from unfair trade practices against competitors,
- Gifts & Donations - to neither receive nor offer or make any illegal payments, remuneration, gifts, donations or comparable benefits that are intended, or perceived, to obtain uncompetitive favours for the conduct of business. In



particular, all suppliers to ASHCO must make every effort to eliminate all forms of bribery, fraud and corruption.

- Government agencies - no donations are to be made to government agencies, directly or

through intermediates, in order to attain any favourable performance of official duties.

- Ethical conduct - to conduct business in a fair and transparent manner, displaying honesty,

integrity and high moral and ethical standards,

- Regulatory compliance -- to comply with all relevant and applicable laws and regulations.

- Conflict of interest - to not take advantage of any family, social or political connections to gain advantage with in business dealings and to notify any potential conflicts of interest.

- Confidential information - to not disclose any confidential information of ASHCO.

- ASHCO will conduct its business with suppliers in a fair, objective, transparent and professional manner.

If any supplier suspects that either an employee of ASHCO or another supplier to ASHCO is not abiding by these principles, they should notify ASHCO through the anonymous whistleblower process,



3. Environment

It is required suppliers to maintain effective policies, processes and procedures to manage their environmental impact. ASHCO is committed to meeting the requirements of relevant legislation in the countries and regions in which it operates, to the efficient use of natural resources and energy, and to reducing continuously the environmental impact of its operations and products through the adoption of sustainable practices. These commitments are integral to the way ASHCO does business and expect its suppliers to share this commitment.

To satisfy requirements under Environment, it is required that suppliers adopt suitable and robust management practices for environmental protection. Suppliers who have management systems accredited to ISO 14001 or equivalent will be deemed to satisfy this requirement.

In the absence of other frameworks, it is recommended that environmental protection policies and practices follow the relevant policy principles laid out below but considerations must be given due to the lack of drive at governmental levels.

- Management systems - implementation of effective environmental and energy management systems to ensure the environmental awareness of the workforce, encouraging every employee to act in an environmentally responsible manner.
- Continuous improvement - the environmental impact of processes and products will be assessed and continuous improvement objectives and targets will be established.
- Climate change - adoption of practices to monitor and minimise greenhouse gas emissions.
- Responsible use of resources - make efficient use of energy, raw materials and water.
- Product stewardship - consideration to be given to re-use and recycling and the environmental effects of products throughout their life-cycle.



- Monitoring and reporting-environmental and energy performance will be monitored and reported publicly.

- Biodiversity - wildlife habitats in and around suppliers' sites will be respected and, where

opportunities arise to do so in a way that is conducive to business operations, they will be progressively enhanced for the benefit of nature.

It is recognised that the nature of the operations of suppliers vary widely and so that the emphasis of environmental management may vary between suppliers.



4. Human Rights

ASHCO expect our suppliers to develop and implement policies and procedures to ensure all human rights in their business and to encourage their suppliers to do likewise.

ASHCO respects all human rights of employees and the communities in which it operate and are committed to promoting these principles



to suppliers. In practice, it is required that suppliers develop and implement policies and procedures to ensure all human rights in their business and those of their suppliers, Companies must satisfy ASHCO requirements under Human Rights, it is required that suppliers adopt suitable and robust policies and procedures which will prevent human rights abuses. Suppliers who are accredited to SA 8000 will be deemed to satisfy this requirement, If no suitable accreditation exists, a supplier is required to ensure that the below points are adhered to:

1. Child Labour - No workers under the age of 18; although it may be acceptable in society and within their company for under 18 worked but ASHCO will not knowingly use them.

2. Forced Labour- No forced labour, including prison or debt bondage labour; no lodging of

deposits or identity papers by employers or outside recruiters.

3. Health and Safety - Provide a safe and healthy work environment; take steps to prevent injuries; regular health and safety worker training; system to detect threats to health and safety; access to bathrooms and potable water.

4. Discrimination - No discrimination based on race, caste, origin, religion, disability, gender,

sexual orientation, union or political affiliation, or age; no sexual harassment,

5. Discipline - No corporal punishment, mental or physical coercion or verbal abuse.

6. Working Hours - Comply with the applicable law.

7. Compensation - Wages paid for a standard workweek must meet the legal and industry

standards and be sufficient to meet the basic need of workers and their families.

Where local laws prohibit the supplier from upholding certain aspects of the Policy the supplier should comply with local laws while seeking to respect human rights.



5. Local Community Development

It is expected that suppliers contribute to the social, economic and institutional development of the communities in which they operate. ASHCO philosophy is that the community is not just another stakeholder in business, it is in fact the very purpose of its existence. This philosophy is based on that of the owners of ASHCO Security, who believed passionately that a company should play a significant and beneficial role within the local community and society in general.

It is recognised that the influence of operations extends beyond its own local communities to those touched upon by our supply chain and so to adopt the philosophy detailed above, it is expected our suppliers also to contribute to the social, economic and institutional development of the communities in which they operate.



It is also recognised that the operations of our broad range of suppliers and the community's in which they are present vary widely and so compliance with this building block will vary from supplier to supplier, but should be based on case studies and, where relevant, the adoption of suitable policies.

Where relevant, ASHCO expect that its suppliers will:

- Engage at the earliest practical stage with likely affected parties to discuss and respond to issues and conflicts concerning the management of social impacts of their operations and ensure that appropriate systems are in place for ongoing interaction with affected parties. This process must also ensure that minorities and other marginalised groups have equitable and culturally appropriate means of engagement.
- Contribute to community development from project development through closure in collaboration with host communities and their representatives.
- Encourage partnerships with governments and non-governmental organisations to ensure that programmes (such as community health, education, local business development) are well designed and effectively delivered.
- Enhance social and economic development by seeking opportunities to address poverty.





Annex M - Incident Report Form

This form must be completed for any health and safety incident involving ASHCO (Consultants) employees, trainers, delegates, contractors or visitors. It should be used to report all first aid incidents; work, premises or vehicle related accident and ill health; road traffic accidents and non-injury incidents that had the potential to cause harm (dangerous occurrences or “near misses”). Where possible photographs of the incident should be taken.

Please complete the form providing factual and accurate information only, and then forward this to your Line Manager. **Serious incidents must be reported immediately** to your Line Manager, if they are not available then contact the office.

The form should be complete by the affected/injured person, their representative or a witness to the incident. If a first aider attended he should complete the first aid details. If you need more space continue on a separate sheet, which should be attached to this form.

ABOUT THE INCIDENT		Proj Code	Incident No.
Name of person reporting incident		Position	
Contact Telephone No		Email	
Incident reported	Date:	Time:	24hr clock
Date of Incident	Time of Incident		
Precise Location			
What was being done at the time of incident:			
Incident/Accident details:			
Details of injury/ill health/damage:			

AL-SHAHM COMPANY

For Security Services



ABOUT THE PERSON AFFECTED					
Name in full				Position	
Address					
Contact Telephone No.				Email:	
Date of Birth		Gender:	Male/Female	Status	Employee/Visitor/Trainer/Delegate/Contractor
If Visitor – RGW contact name					
If Contractor – Employers name & Contact details					
If Delegate – Employers name & Contact details					
Signature of Injured Person					
WITNESS DETAILS: Give name and contact details of any witnesses below					
1	Name	Contact details			
2	Name:	Contact details			
3	Name:	Contact details			
FIRST AID DETAILS (if First Aider attended he/she should complete this section)					
First Aid Provided				Time of attendance	
If Yes give details:					

AL-SHAHM COMPANY

For Security Services



Senior Management Incident Register

Incident Report Number	RIDDOR Report Completed	Brief description of the Incident	Date of Incident	Time of Incident (24hr Clock)	Date and Time Regulator Notified	Regulator Notified	Client Notified	Location of Incident
Name/s of worker/s involved		Details of any injuries	Details of treatment		Details of any property damage		Incident Classification	
Reported By		Corrective Actions	Corrective Action Communicated		Date Corrective Action Communicated		Owner	
Change Control Form Needed		Target Date	Completion Date		Incident Review (include name, title, and date)		Date Closed	



Annexes

Medivac Flow Chart





**THIS DOCUMENT IS FOR TENDER PURPOSE ONLY AND SHOULD
NOT BE USED AS A LIVE ERP UNTIL IT IS
CONFIRMED IT CONFORMS WITH CLIENTS EMERGENCY PLANS**

Date:

Revision date:

General

The Emergency Management Plan is intended to provide clear direction for the processes established in order to manage Emergencies efficiently. In the initial stages of the establishment of the project In Iraq this document is intended to provide a framework whilst the dispositions are still dynamic. All action addresses are to make every effort to understand the principles of the ERP and their role in it. With a dispersed management structure communications will be critical. As the project matures so will the details of the ERP. All key staff is to ensure that they are in possession of the most up to date revision of

the ERP. Emergency Response Team.

The Emergency Response Team (ERT) is responsible for making timely and decisive decisions in a time of uncertainty. It is crucial in the successful execution of any evacuation/stand fast and incident. It should meet regularly depending upon the threat, but at least daily in the run up to any evacuation.



Roles and Responsibilities of the Emergency response Team (ERT).

ASHCO Country Manager (CM) is responsible - for establishing the BMP and its update on required' basis, not to exceed one year. The CM is responsible for briefing new ERT members on their responsibilities. He

will coordinate with the team and controls communication. The Team Leader will also communicate the external resources required to the emergency management team.

In the event of the CM being out of country, it is his responsibility to have nominated an ERT Team Leader, routinely selected from existing members of the ERT. It is the responsibility of the ERT Team Leader to ensure that his deputy is appropriately briefed and in possession of the correct competencies.

He will ensure drills are rehearsed and that key personnel are kept informed of ERP modifications and trained to a level of competence appropriate to their responsibilities in emergency scenarios.

Operation Managers. Communicate the injury or emergency situation to Country Manager.

Operations Room:

Maintains log of the emergency and progress in the plan; coordinate medical evacuation or evacuation(s) as needed. Communicate the situation to Country Manager.

Team Medic: He will be the main first aid provider and advisor to field population

HR Manager. Liaise w/ith injured employee(s) and families or next of kin.

Other Operation Managers and ASHCO Office Staff. Provide assistance as requested by the ERT TeamLeader.

Emergency Management Team



The Emergency Management Team is the Upper Management Team located in ASHCO Headquarters and

their main role is to facilitate functions of the ERT through providing necessary external support and

liaising with clients and relevant government authorities where required

Role and Responsibilities of the Emergency Management Team:

Role of the EMT members is defined as follows:

1) Country Manager: Approves the plan, approves local air transport (choppers)

companies contracts, approves international evacuation

2) Operations Manager: Liaises with all the external required resources are met in the

planning phase and during emergencies. This includes approving medevac where

required. Ensure that the medivac insurance company has working procedure to land in

EIAP

Emergency Headers

Major Emergency.



A major emergency would consist of one of the following incidents:

- a) Major injury or illness.
- b) Medical evacuation from Iraq using company insurance for Evacuation Services
- c) Major environmental or property damage
- d) Major Fire.
- e) Security incident involving attack on assets or personnel.

Catastrophic Emergency.

- a) Life threatening bodily injury, a single or multiple fatalities or life threatening illness, which requires a medical evacuation from Iraq to Europe, or elsewhere.
- b) Personnel lost.
- c) Employee abducted.
- d) Catastrophic fire or explosion on a facility.
- e) Surface blow out.
- f) Catastrophic environmental damage.
- g) Catastrophic property damage.
- h) Political or civil unrest, such as war, leading to country evacuation.
- i) Unplanned evacuation of a rig.



Identified Emergency for visiting Oil and Gas Projects

Identified emergencies:

- a) Medical Emergencies: injuries or sudden illnesses
- b) Man Lost
- c) Employee Abducted
- d) Fire
- e) Spill
- f) H2S Release

MEDICAL EMERGENCIES.

a) All casualties will be treated and stabilized on the spot if possible. They will then be categorized and passed back along a medical chain of increasing capability.

b) Initial treatment outside of the Erbil will be given by ASHCO designated team member, or other on site medically trained personnel as applicable. Once the casualty is stabilized they will be either be moved back to the designated medical centre for further treatment or to further facilities by vehicle in extremis until the ambulances are provided.

1. All Kurdish Casualties are to be taken to a local hospital that can deal with the type of injury

2. Casualties with life threatening injuries or illnesses will be taken to one of the ASHCO cleared hospitals

3. Casualties with serious but less urgent conditions are taken to site medical centre (LST) to be stabilized in preparation for evacuation outside Iraq

c) For all casualties a Casualty report must be created and transmitted



to ASHCO HQ, A format for this report is at Appendix 1

d) For casualties who require medical evacuation from Iraq the coverage is provided by the company insurance. If staff identify a requirement for full medical evacuation the ERT are responsible for initiating the Medevac Evacuation Form, at appendix 3, and providing a copy to ASHCO HQ immediately.

e) All medical mobilisation is to be monitored the ASHCO operations room.

f) A flow chart outlining the Medevac chain is found at the annex.





MAN LOST

Defined routes are formulated to key locations, any deviation from these routes must be confirmed from the Operations Centre before journey begins.

a) Establish the exact circumstances that have led to the conclusion that an employee is lost:

i. Not arrived on site 1 hours after estimated time of arrival for any trip estimated.

at less than 5 hours.

ii. Not arrived on site 2 hours after estimated time of arrival for a trip time of between 5-12 hours.

iii. No communication received to inform of late arrival.

iv. No communication received to inform of mechanical issues that may cause delay.

v. 2 missed communication schedules as per local Journey Management Policy.

b) The ERT are responsible for establishing the following information. The Ops Room will collate the majority of this information on their behalf:

i. Time last seen and time of departure.

ii. Destination and expected arrival time.

iii. Intended or most likely route.

iv. Means of communication carried. Times of last communication, and subsequent

attempts to communicate.

V. Establish contact with point of departure. Confirm departure times.



vi. Contact hospitals, police stations and military check point's locations along likely routes.

vii. Assign one individual to monitor all communications means. Individual to be

briefed to minimize all non-essential communications.

viii. Inform EMT of the situation.

ix. Collect all relevant vehicle and crew details (veh. colour, registration, type, number of pax, equipment carried. Pax details to include all contact numbers, local contacts if Iraqi nationals, all included in ops room flap sheet). All details to be passed to ASHCO Ops Rm to disseminate to all APIs and PSCs if required, through Country Manager.

c) Initiate land search of the intended or most likely route, coordinate by the Ops Room:

i. 1X APT to be briefed by Operations Manager to commence driving the most likely route, APT to communicate progress every 30 minutes. Any points of interest (family members' dwellings on route etc) should be passed on if know/n.

ii. If available a second APT should be utilized to conduct a search of possible

routes where there is the potential for significant divergence from the most likely route.

iii. Dependent on APT dispositions an APT should be dispatched from the intended

destination site to transit the route in reverse.

iv. Operations Manager is to be responsible for liaison with local agencies.

d) If missing employee is not successfully located within 48 hours company owners must be



consulted to select appropriate subsequent courses of action.

EMPLOYEE ABDUCTED.

This situation can and has occurred in Iraq. It is likely that kidnappers will inform the companies or

Governments of their victims of their demands by telephone. It is the responsibility of ASHCO to ensure

that, should contact be made with an external department or organization that details are passed to the

ERT without delay. Kidnappings in Iraq can be both politically and criminally motivated. An employee

will be considered lost or missing until such time as a demand is received or there is a credible

eyewitness account of the abduction. On receipt of confirmation the ERT is to convene and the EMT is

to collate the following information.

- i. Name and nationality of the employee(s).
- ii. Exact time, location and circumstances of the abduction.
- iii. Details of any eyewitnesses. They should remain on hand for witness statements as required.

The ERT is to communicate the information to the following parties:

- i. Client POC - He/She will follow their procedures (If client is abducted).
- ii. The Embassy or Embassy representative of the employee.
- iii. Local authorities.
- iv. ASHCO Legal.
- v. Other PSC's/IOC's in the area (if family and senior management have



been informed).

vii. Local Contacts as applicable.

All contacted parties must be made aware that ASHCO Is solely concerned about the wellbeing of the employee and that any action or settlement is to be mutually agreed by all parties.

c) As soon as is practicable specialist Kidnap and Ransom staff will be deployed into theatre. Until such time the ERT TL is to take the following action:

i. Contact should be made with all relevant parties at least twice in every 24 hour period.

ii. client POC has to be receive a situation brief at least twice in every 24 hour period.

iii. The ERT is to review all information that is received. Rumours and expectations

must be dispelled and the TL is to ensure that only facts are reported.

Manage replies to media and other interest groups using. Media comment will be handled by an appointed media spokesman, appropriately trained and designated by the CM. All media requests must be channeled through this position.





Fire, Spill & H2S Release

Flow chart have been added in the annexes, it must be confirmed at client sites flow charts are in line with their procedures.

Crisis Management

Communications Guidance. During a major or catastrophic emergency there is a likelihood that external agencies will make attempts to contact the ERT for information. The ERT TL is responsible for

ensuring that ALL staff are familiar with the following principles for communication:

a. Only the Country Manager or relief is to make statements to media, a suggested template is as follows:

There has been an incident on ***** in ***** area. No details are available at present but our emergency procedures have been initiated. A further statement will be released as soon as information is confirmed. Please give us your name and telephone number and you will be contacted by a member of our staff at the earliest opportunity.

b. Any communication pertaining to the emergency must be recorded on the Incident Log.

c. Under no circumstances release or divulge any information other than that supplied by the ERT staff.

Establish the callers concern. If the query is relevant pass the call to the ERT or the appropriate

dedicated phone number. If the query is not relevant use the holding statement.

Calls from Other Companies.

i. Determine whether or not the call is relevant to the incident. If they are connect them to the ERT, if not give the holding statement.



ii. Any calls from the Government of the country involved and the client involved

key personnel must be referred to the ERT.

Administration. The ERT is responsible for ensuring that personnel administration is regularly updated.

As a minimum in an emergency the follow/ing information must be readily available:

a. Proof Of Life Form - Confidential document held by Country Manager and kept

in secure folder.

b. NOK Details (HR manager). To include:

1) Name.

2) Segment, Base location.

3) Job Type/Function.

4) Passport number, country of issue and expiry date.

5) Next of Kin name and language spoken.

6) NOK Relationship.

7) Contact Details.

c. ASHCO and client (if required) Key Contact List. This must be maintained by Operations Manager and updated on a monthly basis. The most recent version must always be available to the ERT. This document must include contact details for local authorities, clients, as well as client personnel.

d. As the emergency evolves calls may be received from the media, special interest groups, family members, the general public and emergency services. The following actions should be taken:



Calls from Family/NOK.

i. Calls from family/NOK should, in the first instance, be referred to the HR

Manager.

11. A separate number will be established for family/NOK.

iii. All family members of ASHCO contractors should be referred to the dedicated line

when established.

Calls from Media/Special Interest Groups.

i. This group includes TV, radio, press agencies, environmental organizations,

political groups and public bodies.

ii. The incident is not to be discussed at all. Callers are to be referred to the legal

department.

iii. If a dedicated line has been set up all media and special interest groups should be referred to it.

Calls from the Public.



Appendix 1 - Information Required from the Field for a Fatality or Multiple Bodily Injury

ETHANE REPORT

E	Exact location (Grid / Name of building / Rig site Etc.
T	Type of incident (Car crash, Fire, Shooting, Arrest, Attempted kidnap)
H	Hazards at scene (Fire, Oil Spill, Gas, Hostile Persons, Obstacle, Heavy Traffic)
A	Access to Area (Main Road, Dirt Track, Main Entrance, Rear Fire Exit, Stairs)
N	Number and Type of Injury
E	Emergency Services Required (Police, Ambulance, QRF)



Appendix 2 - Required for Catastrophic Property or Environment Damage

This form must be completed for any health and safety incident involving ASHCO (Consultants) employees, trainers, delegates, contractors or visitors. It should be used to report all first aid incidents; work, premises or vehicle related accident and ill health; road traffic accidents and non-injury incidents that had the potential to cause harm (dangerous occurrences or “near misses”) and environmental incidents. Where possible photographs of the incident should be taken.

ABOUT THE INCIDENT		Proj Code	Incident No.
Name of person reporting incident		Position	
Contact Telephone No		Email	
Incident reported	Date:	Time:	24hr clock
Date of Incident	Time of Incident		
Precise Location			
What was being done at the time of incident:			
Incident/Accident details:			



Please complete the form providing factual and accurate information only, and then forward this to your

Line Manager. Serious incidents must be reported immediately to your Line Manager, if they are not

available then contact the office.

The form should be complete by the affected/injured person, their representative or a witness to the

incident. If a first aider attended he should complete the first aid details. If you need more space continue

on a separate sheet, which should be attached to this form.

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Details of injury/ill health/damage:

ABOUT THE PERSON AFFECTED

Name in full		Position	
Address			
Contact Telephone No.		Email:	

Date of Birth:		Gender:	Male/Female	Status	Employee/Visitor/Trainer/Delegate/Contractor
----------------	--	---------	-------------	--------	--

If Visitor – RGW contact name	
If Contractor – Employers name & Contact details	
If Delegate – Employers name & Contact details	
Signature of Injured Person	

WITNESS DETAILS: Give name and contact details of any witnesses below

1	Name	Contact details
2	Name:	Contact details
3	Name:	Contact details

FIRST AID DETAILS (if First Aider attended he/she should complete this section)

First Aid Provided		Time of attendance	
--------------------	--	--------------------	--

If Yes give details:



Name of First Aider		Signature	
POST INCIDENT ACTION			
What happened to the injured person after treatment:			
Taken to Hospital	Went home	Returned to work	Other (specify):
Action taken to make the situation/environment safe:			

Thank you for completing this form, please forward this form to your Line Manager.

Line manager is to forward this form to:					
Chris.Byrne@hasasecurity.com					
compliancemanager@hasasecurity.com					
Save as: YYYYMMDD_IRF_ProjCode_IncidentNumber					
<i>This section is for office use only</i>					
Name					Date
RIDDOR Reportable	Yes/No	RIDDOR Ref:			Date
Type of Incident	Fatality	Lost workday case	Restricted workday case	Medical treatment case	Occupational illness
	Property damage	Vehicle incident	Near miss	Environmental accident	First aid
Investigated by	Quality Manager/Nominated Consultant		Line Manager	Not Required	
Copy of incident report passed to:				Date	
Date investigation report returned:				Witness statements/photos/ RIDDOR attached?	



Appendix 3 Evacuation Form:

Insurance Company Name		
Contract <i>it</i> :		
Date:		Time:
CALLER IDENTIFICATION		
Caller's Name:		Location:
Product line:		Telephone:
E-mail:		Fax:
PATIENT IDENTIFICATION		
LAST NAME:		FIRST NAME
AGE:		SEX: (F. orM.)
NATIONALITY:		Family member to contact(name, tel.):
Product Line:		Local contact- {name, tel.):
PATIENT'S CONDITION OR NATURE OF THE PROBLEM		
Is this an accident or an illness? (Circumstances if it is an accident):		
Is the patient: Conscious? Bleeding?		In Pain?
Does he have any trouble breathing? Talking?		Walking?
Other symptoms?		Blood type:
Has the patient had previous medical problems?		
MEDICAL CONTACTS: PHYSICIAN AND/OR HOSPITAL		
Name of treating physician:		Name of Hospital:
Tel:		Tel:
		Country of Hospitalisation:



Appendix 4: Contact numbers:

ERT Team

Name	Office	Residence	Mobile	Fax	Email

EMT Team

Name	Office	Residence	Mobile	Fax	Email

Insurance Authorized Personnel:

Authorization	Office	Residence	Mobile	Fax	Email

What treatment has been administered up to now?

MEDICAL EVACUATION

Is the patient's passport readily available?

Is the exit visa up to date?

Destination requested:



SOME ARCHIVE PHOTOS



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Engineering Services



Mines removal and field cleaning



Mines removing and field cleaning

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- خطة إدارة الطوارئ

تم إرفاق مسودة خطة إدارة الطوارئ (EMP) في الملاحق ، والتي تتضمن خطة الاستجابة للطوارئ (ERP) وخطة إدارة الأزمات (CMP) وخطة الاستجابة الطبية للطوارئ (MERP). كما هو مذكور في خطة الإدارة البيئية ، من الضروري ربط هذه الخطة بالوثائق الداخلية للعملاء ، وسيتم إجراء تقييم للفجوة وسيتم تعديل EMP ASHCO لتتوافق مع ذلك. تعتبر EMP خاصة بالعميل وهي سرية لكل مشروع ، وخطة الإدارة البيئية المرفقة قيد المسودة حاليًا حتى يتم استلام جميع المعلومات.





- قسم الصحة والسلامة والبيئة : سياسة ASHCO HSE ، الملحق الأول ، مدمجة في نظام إدارة العمليات الأمنية للشركة (SOMS) والذي يتضمن إجراءات تقييم المخاطر وسلسلة الإبلاغ. نسخة من ملف الشركة.

تمت إضافة إحصاءات الصحة والسلامة والبيئة بعد سياسة الصحة والسلامة والبيئة. يتم الالتزام بمتطلبات معدات الحماية الشخصية وفقاً للعقد ، وتتبع ASHCO إرشادات الأمان القياسية الخاصة بمعدات الحماية الشخصية وفقاً لبيئة المشروع.

تم كتابة إجراءات اللياقة للعمل ضمن سياسة التوظيف الخاصة بالشركة ، وعموماً تتبع ASHCO متطلبات العميل. يمكن مناقشة وتنفيذ أي متطلبات من العميل خارج سياسة ASHCO قبل توقيع العقد.

لا يوجد لدى ASHCO إجراءات نقل قائمة بذاتها ، فهذه الإجراءات تتضمن سياسات وإجراءات من نظام الإدارة ، وقد تمت إضافة إجراءات «العمل على» إلى المرفقات. تنوي الشركة مقابلة العميل لإجراء حجز فريق متنقل.





- المعدات التكتيكية : يتم توفيرها محلياً قدر الإمكان ، وسيتم شراء المعدات الأخرى التي لا تحتوي على الكثير من المواصفات من الخارج.
- الإبلاغ عن الحوادث والتحقيق فيها: تنص سياسة الصحة والسلامة والبيئة على أنه يجب الإبلاغ عن جميع الحوادث باستخدام نموذج HS-iHQ-FI \ / I-54 ، المرفق M ، ويتم إرسال هذا النموذج إلى الإدارة العليا حيث سيبدأ التحقيق. تم إرفاق سجل الحوادث في الملحق الرابع ، ولكن نظراً لحجم هذه الوثيقة ، تمت إضافة العناوين فقط ، ولا يمكن فتحها وإغلاقها إلا من قبل الإدارة العليا. تم توثيق المسار والسبب والتحليل في هذا الملخص ، أثناء التحقيق ، قد تكون هناك حاجة لمراجعة سياسة الشركة وخططها وإجراءاتها ، إذا كانت هناك حاجة إلى أي تغييرات ، يتم إكمال نموذج التحكم في تغيير ASHCO. أي تغييرات في نظام الإدارة يكون فريق التدريب الأمني الداخلي مسؤولاً عن إحاطة / تدريب جميع الموظفين على هذا التغيير.





- معدات الاتصالات

تم الحصول على الشركة من شركة محلية ، وقد تم فحصها للتأكد من قدرتها على توفير جميع المعدات ، كما تقدم الشركة أيضاً خدمات فنية.

- معدات طبية : يتم توفير جميع المعدات الطبية محلياً قدر الإمكان ، وسيتم شراء معدات محددة غير متوافقة مع معيار BS في الخارج.
- ملابس : سيتم تأمين الملابس محلياً و عالمياً وفقاً للمواصفات والمعايير.
- السلاح والذخيرة : يتم الحصول عليها محلياً وفحصها من خلال وزارة الداخلية لضمان شراء الأسلحة بشكل قانوني وتسجيلها ASHCO ، يتم تسجيل التجار ذوي السمعة الطيبة فقط في قائمة بائعي الشركة او الشراء عن طريق الحكومة، تتم إضافة مذكرة سياسة الأسلحة والذخيرة إلى سياسة المشتريات العامة.



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- نظام تتبع

تستخدم الشركات حاليًا Sicuro ، [HTDs: //www.sicuro.technology](http://www.sicuro.technology). لنظام التتبع الخاص به. حل التتبع الذي أوصت به Sicuro يطابق المعايير القياسية المستخدمة داخل العراق. تم الانتهاء من الإعداد الأولي من قبل Sicuro للمركبات ، ولديهم غرفة عمليات ٧/٢٤ التي يمكن الاتصال بها في حالة ظهور أي مشاكل. يتم إرسال النظام التلقائي للإنذار بالحوادث عبر البريد الإلكتروني والرسائل النصية القصيرة إلى نقطة الاتصال التي يقدمها العميل وشركة ASHCO.





- إجراءات التشغيل الموحدة الخاصة بالمشروع

تتم صياغة إجراءات التشغيل القياسية باستخدام المعلومات المقدمة من العميل ، والاجتماع الأولي بين نقطة اتصال العملاء للأمن والإدارة العليا من ASHCO يعطي معلومات أساسية لتمكين نسخ مسودة من إجراءات التشغيل القياسية. كل عميل فردي لديه عملياته الخاصة التي يجب الالتزام بها ، كما يتعين على ASHCO التأكد من أن إجراءات التشغيل القياسية لا تنتهك أيًا من سياساتها الخاصة. يجب أن يتم توقيع إجراءات التشغيل القياسية من قبل العميل وأي تغييرات ستتبع إجراء ASHCO باستخدام نموذج تغيير ، وستقع ملكية هذه الوثيقة تحت مسؤولية مدير المشروع ، وقد تم إرفاق أمثلة من SOP في الملحق H ، المواد والمعدات التي يوفرها المقاول .

- مركبات

الشركات لديها أسطول من المركبات وستقوم بتخصيص البعض لهذا المشروع او استبدالهن بمركبات جديده حسب طلب الزبون. استخدمت الشركة نفس المورد لجميع المشاريع منذ عام ٢٠١٧ ، اعتباراً من تاريخ كتابة هذا العطاء ، يمتلك المورد حالياً ١٥ + B6 و ٩ سيارات لاند كروزر ناعمة الجلد للتأجير. لن يكون عمر هذه المركبات أكثر من عامين ، وهذا أكثر فعالية من حيث التكلفة نظراً لأن السيارة القديمة / التي قطعت مسافات أكبر تتطلب حزمة صيانة أعلى. الاتفاقية المبرمة مع شركة تيوتا ، المعمول بها حالياً لمشاريع أخرى ، في حالة وجود مشكلة في أي مركبة سيتم استبدالها على الفور.





- جيمس ميال ، مدير المشروع / قائد الفريق. خلال ٢٦ عامًا من حياته المهنية والاحتياطية في الجيش البريطاني ، مع الخدمة الفعلية في أيرلندا الشمالية وأفغانستان. قام بأدوار مختلفة أثناء التدريب والواجبات التشغيلية. خدم في المشاة حصل على رتبة عريف بعد الانتهاء من دورة قتال قادة قسم المشاة (SCBC) حيث أدى دور قائد قسم لقسم بندقية من ثمانية رجال أثناء الخدمة المنزلية وفي الجولات العملية.

في عام ٢٠١٠ ، أدار ثلاثة مواقع نقل وتوزيع وطنية في المملكة المتحدة كمدير لأمن المشاريع لشركة نقل كبيرة. في عام ٢٠١١ ، عمل كمدير أمن مشروع لمشروع بناء في وزارة الدفاع في دورست ، المملكة المتحدة ، حيث أشرف على جميع الجوانب الأمنية في مشروعين إنشائيين كبيرين.

في عام ٢٠١٣ ، دخل قطاع الأمن الخاص حيث كان سينتشر في جنوب العراق كطبيب / ٢ic في صناعة النفط والغاز. خلال عامين من عمله في شركة Gulf Shield Security ، تولى عدة مناصب داخل الشركة ، بما في ذلك قائد الفريق ومنسق العمليات ومدير أمن العميل ، وإدارة موظفي الأمن والعملاء بشكل مباشر.





نبذة عن مدرء الشركة

- يتمتع كريس بيرن ، المدير غير التنفيذي لشركة AI-Shahm Security Compa-ny بخبرة تزيد عن ١٥ عامًا في إدارة العمليات الأمنية وتوفير حماية الشركات والأفراد وحماية الأصول من الدرجة الأولى للمنظمات غير الحكومية والعملاء في قطاع النفط والغاز في جميع أنحاء الشرق الأوسط وشمال إفريقيا وبعد مسيرة مهنية ناجحة في القوات المسلحة البريطانية.

بدأ كريس حياته المهنية مع ASHCO كنائب منسق الأمن في مشروع في عام ٢٠١٤ ، وانتقل في عام ٢٠١٦ إلى المقر الرئيسي لبغداد كمدير للعمليات وبدأ عملية تغيير القدرات التشغيلية للشركة. في كانون الثاني (يناير) ٢٠١٧ ، تولى كريس موعداً جديداً داخل الشركة باسم Country مدير ، منذ هذا التعيين ، أنشأ مكتباً رئيسياً جديداً في بغداد ، وظف فريقاً إدارياً ، وطبق نظاماً جديداً لإدارة العمليات الأمنية وحصل على شهادة ISO9001: 2015 ، PSC1 و ISO18788: 2015 باستخدام شركة تدقيق متخصصة من المملكة المتحدة ، MSS Global . في عام ٢٠١٩ ، أصبح رئيس العمليات للمجموعة الأم مع مسؤوليات جميع كيانات المجموعة والشركات التابعة التي تشمل ASHCO.

- محمود طه ، مدير العمليات الأمنية ، لديه أكثر من عشر سنوات من الخبرة في إدارة الأمن داخل العراق. بدأ حياته المهنية كقائد فريق لواحدة من أنجح الشركات في ذلك الوقت. سرعان ما انتقل إلى منصب إدارة المشروع حيث قام بتعبئة عقود جديدة وإدارة المشاريع ، مما يضمن سير العقد بشكل صحيح تعاقدياً وفي حدود الميزانية.

طوال حياته المهنية ، عمل في الغالب معه في قطاع النفط والغاز ، وقد جعلته ثروة المعرفة وقدرات الاتصال على المستوى الحكومي من الأصول القيمة لكل شركة يعمل لديها.

في عام ٢٠١٧ ، أصبح رائداً في تنفيذ وظيفة العمليات لنظام الإدارة الجديد لشركات ASHCO ، وأكمل خلال هذا الوقت دورة المدققين الخارجيين من قبل MSS Global كجزء من تطوره الوظيفي ، مما مكنه هو والشركة من الحصول على اعتماداتها.



الاعتمادات

في عام ٢٠١٧ ، بدأت ASHCO في إعادة كتابة وتنفيذ نظام إدارة عمليات الأمن (SOMS) وفي أغسطس ٢٠١٧ أكملت عمليات التدقيق الخارجية بواسطة MSS Global وفقاً لمعايير ISO9001: 2015 و ISO18788: 2015 و ANSI / ASIS PSC-1: 2012. منذ حصولها على جائزة MSS Global ، أجرت اثنين آخرين

عمليات تدقيق المراقبة التي تؤكد الالتزام المستمر بهذه المعايير ، وقد تمت إضافة جميع الشهادات إلى الملحق ج.

SOMS هو نظام إدارة الجودة الخاص بالشركة ، ISO9001: 2015 هي عملية قائمة على أساس أكثر من معيار ٢٠٠٨ السابق ، وهو دورة التخطيط والتنفيذ والتحقق. بعد وجود مشاريع بعيدة ، من الضروري أن يعمل جميع الموظفين وفقاً لأحدث السياسات والخطط والإجراءات لضمان حدوث ذلك ، كما أن ASHCO قابلة للتدقيق لديها منصة عبر الإنترنت حيث يكون للأفراد تفاصيل تسجيل الدخول الخاصة بهم. يمكن للإدارة العليا الوصول إلى ملخص النظام الأساسي الذي يوضح متى ومتى تمت قراءة المستندات أو استخدامها لآخر مرة ، وقد تمت إضافة مقتطف النظام هذا في الملحق د.





التوثيق القانوني

لدى ASHCO رخصة تشغيل سارية المفعول للعراق الفيدرالي ولديها جميع الوثائق ذات الصلة للعمل في العراق والمرفقة في الملحق ب. تتماشى الشركات مع القوانين والتوجيهات واللوائح المحلية الحالية للعراق. تم سد أي ثغرات في القوانين والتوجيهات واللوائح المحلية لمعايير الاعتماد المعتمدة باستخدام وثائق رسمية من دول أخرى مثل قانون الرشوة في المملكة المتحدة لعام ٢٠١٠.

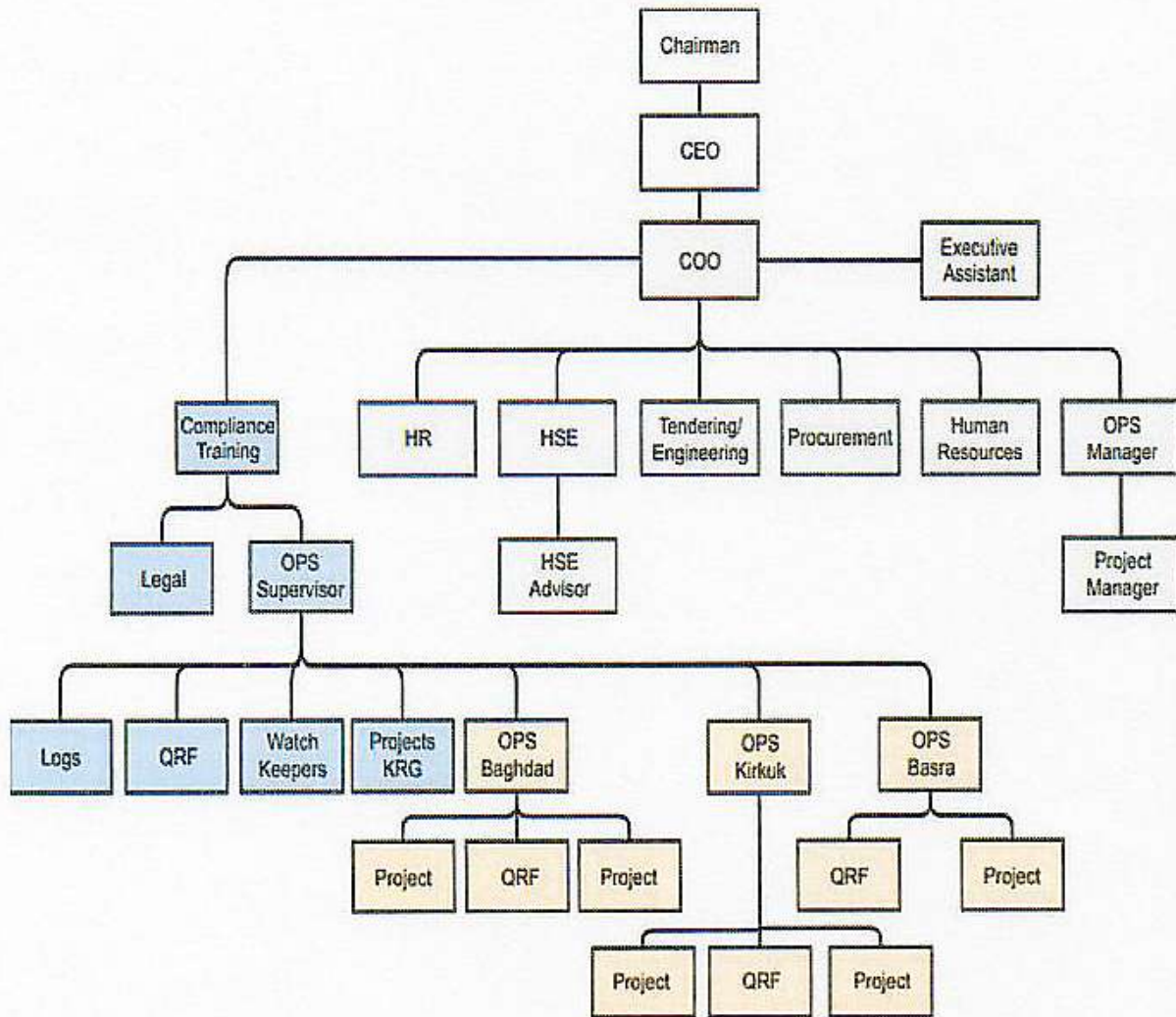




هيكل مجموعة الشركة

ASHCO Security هي شركة تابعة تتيح تغطية كاملة للعراق للخدمات الأمنية. تقوم ASHCO Security Company بإجراء الأعمال بشكل منفصل مع موظفي الإدارة والنظام الخاص بهم على الرغم من استخدام بعض الوظائف داخل ASHCO في إطار مشروع مشترك مثل الموارد البشرية ، عندما يتم استخدام هذه الوظائف في سياسة ASHCO والالتزام بالخطط والإجراءات.

Annex A-All Company Organigram





وفقًا لمعايير ISO 18788: 2015 و PSCI و ISO 9001: 2015. تفخر ASHCO بكونها أول شركة مملوكة تحصل على جميع الشهادات الثلاث ، ومن المهم إثبات أن الشركات المحلية يمكنها أيضًا إجراء الأعمال وفقًا لمعايير دولية. يتم استخدام ASHCO و ASHCO لجميع المشاريع الأمنية وقد أكملت عمليات التدقيق السنوية من قبل MSS Global لضمان الالتزام بالمعايير الحالية للشركة. تخضع الشركة حاليًا للفحص من قبل الرابطة الدولية لقواعد السلوك (ICoCA) وهي خطوة أخرى للشركات لإظهار التزامها بالمهنية.

كلتا الشركتين لها نفس القيم فيما يتعلق بالتوظيف ؛ تعمل المشاريع الحالية بنسبة ٩٨٪ من موظفي LN وتعتقد الإدارة العليا أن الحماس والرغبة في التدريب سيزيدان النسبة إلى ١٠٠٪ في المستقبل.

قامت الشركات بتقديم خدمات أمنية مطلوبة من قبل العميل ، في عام ٢٠١٧ الشركة يعمل بها أكثر من ١٤٠ موظفًا آمنًا ، على الرغم من انخفاض هذا العدد ، لا تزال الشركة تستخدم نفس نظام الإدارة الذي تم إثباته للعقود الأكبر.



من نحن ؟

نحن شركة الشهم الامنية والمتخصصة بالتقديم الفني والمتطلبات الأمنية اللازمة لإجراء العمليات بأمان للعميل داخل العراق.

تتضمن وتتركز رؤيتنا على أن تصبح شركة الشهم الأمنية من الشركات الرائدة في مجال المتطلبات الامنية وتقديم الخدمات في الاسواق العراقية بجودة وريانة. اما إستراتيجية عملنا فهي مبنية على القدرة والكفاءة والمهنية العالية لكوادرنا وإدارتنا، الذين يبذلون قصارى جهدهم لتحقيق أهداف الشركة وانجازاتها، من خلال تأمين اداء عالي المستوى وتقديم خدمات من الدرجة الأولى لعملائنا وتنفيذ ألتزامات التعاقدية، كما ودأبت الشركة على ان تكون مساهمة بفعالية في تحقيق التنمية الاقتصادية للبلد وتطوره وازدهاره والامتثال لمعايير الصحة والسلامة والبيئة.

وتضم شركة الشهم الأمنية كوادر مؤهلة ذو خبرة طويلة من الاستشاريين والمهندسين والفنيين والمساندين يعملون تحت إشراف إدارة كفوءه تبحث عن فرص النجاح والتقدم لتقود الشركة نحو الازدهار والتطور متحدين كل مصاعب العمل. وسوف نستمر في الحفاظ على موقعنا في المرتبة الأولى من خلال العمل على اعلى المعايير المهنية والأخلاقية والفنية لكسب ثقة عملائنا وكذلك لبناء قاعدة نجاح للمستقبل بالنسبة لشركتنا. إن كوادر شركتنا هي أئمن ما لدينا، لقد لعبوا دورا اساسيا في جعل شركة الشهم الأمنية على ما هي عليه اليوم، وقد أدت مثابرتهم وتفانيهم ان تجعل شركتنا على طريق التميز من خلال متابعة عملية النمو المخطط لها والتنويع في الأداء.

وتتألف خدمات الأمن المتوقعة من موظفي الأمن المحليين وجنسيات اخرى لإدارة الموظفين وفرق الأمن المتنقلة ، وستعرض شركة الشهم الأمنية (ASHCO) ضمن هذا العطاء حلاً جاهزاً.

ASHCO شركة مملوكة للقطاع الخاص ومرخصة للقيام بخدمات الأمن في العراق الفيدرالي وإقليم كردستان العراق ، ويقع المقر الرئيسي ومكتب العمليات في بغداد وأربيل ، العراق.

يستخدم أصحاب الشركة نفوذهم المحلي لضمان الحد من قضايا المسؤولية الاجتماعية للشركات ، ويتم اتباع بروتوكولات التسلسل الهرمي المحلي لضمان استفادة جميع القرى من المشاريع.

تم تغيير خطة عمل ومنهجية ASHCO في عام ٢٠١٦ لتتماشى مع أفضل الممارسات والمعايير الدولية. تم الانتهاء من إصلاح نظام إدارة العمليات الأمنية (ASHCO) في عام ٢٠١٧ وتم تدقيقه خارجياً

AL-SHAHM COMPANY

For Security Services



المنتسبون الذين يشكلون الطرف ب
توقيع : قحطان كريم خلف
شركة: الشفار لخدمات النفط والمقاولات العامة
التاريخ: ٢٧ / ٧ / 2021



المنتسبون الذين يشكلون الطرف أ
توقيع: محمد ميسر محمد صالح
الشركة: الشاهم للخدمات الأمنية المحدودة
التاريخ: / / 2021

Initials Party B:

Initials Party A:



أ. عدم تحمل الشروط المكتوبة للاتفاقية المذكورة أعلاه
بإنصاف.
ب. عدم تعاون وتنسيق بعضهما البعض.



- ج. إثارة الشكوك / المشاكل غير الضرورية وما إلى ذلك .
د. عدم تسوية المدفوعات في الوقت المحدد .
هـ. عدم المحافظة على الشفافية والنزاهة والصدق.
خ. خلق مشاكل / دعاوى غير ضرورية بشكل مباشر أو غير مباشر .
ز. عدم القيام بالأعمال وفقاً لأخلاقيات العمل .

14- شك / سوء تفاهم: أي شك أو سوء فهم ينشأ بين الطرفين في أي مرحلة ، يتم تسوية ذلك عن طريق التفاهم المتبادل مع الحقائق والأرقام. لن يتم الترفيه عن مشاركة أي طرف ثالث .

15- الحق في الإضافة / التعديل: لكلا الطرفين الحق في إضافة أو حذف أو تعديل أي بند / شرط في هذه الاتفاقية مع تفاهمات مكتوبة متبادلة لجعل الاتفاقية أكثر كمالاً .



6- منهجية تقاسم الأرباح: يتم البت فيها كل حالة على حدة.



7- شروط الدفع: يجب أن يتم دفع أي منفعة لكلا الطرفين بمجرد إتمام المشروع أو الصفقة بنجاح / تسليمها للعميل المعني واستلام المبلغ بالكامل من العميل المعني على الفور عن طريق الكاش / الصك ، حسب أكثر راحة من قبل الطرفين في غضون 15 يوم عمل كحد أقصى ؛

8- دور كلا الطرفين: يكون كلا الطرفين أو من ينوب عنه مسؤولين عن إعداد المستندات التجارية عالية الجودة التالية مثل:

أ. اتصال مباشر

ب. المستندات اللازمة لإجراء العناية الواجبة لكل جهة اتصال وصفقة

ج. خطة تطوير الأعمال

د. تقرير دراسة الجدوى

9- الإجراء: يتفق الطرفان على الدخول في هذا المشروع المشترك لهيكلة مراحل مختلفة من وحدات التعاون المختلفة في العالم

10- المعايير: يجب أن يتبع الطرفان بدقة المعايير الدولية أو علامات الأداء ، والمعايير في إعداد وثائق الأعمال أو المشروع بما في ذلك معايير النظام الدولي لإعداد التقارير المالية (IFRS) لتقديم مستندات الجودة المقبولة لأي مؤسسة بنكية / مالية / المؤسسات الخاصة / المؤسسات الحكومية وما إلى ذلك .

11_ سجلات المشروع: يجب على الطرف الثاني أو من ينوب عنه الاحتفاظ وتحديث جميع السجلات بما في ذلك العملاء والمشروعات والأرباح والخسائر وما إلى ذلك ، بطريقة عادلة وشفافة وستكون مفتوحة للمرجعة / المراجعة من قبل الطرف الأول في أي وقت بفترة قصيرة. تنويه.

12- إنهاء الاتفاقية: ستكون هذه الاتفاقية قابلة للإنهاء من قبل الطرفين مع فترة إشعار مدتها 3 أشهر وتسوية جميع المعاملات والمسائل المالية والأعمال المتعلقة والمشاريع والحسابات وما إلى ذلك .

13- الأسباب الرئيسية لإنهاء الاتفاقية:



اتفاقية المشروع المشترك

شركة الشهم الأمنية للخدمات الأمنية المحدودة. القيد رقم 157 الكائن في العراق - بغداد - الكرخ - حي الحسين ويمثله السيد محمد ميسر محمدصالح جواز سفر العراقي (A16159170) ساري المفعول حتى 2027/7/24. مخول لغرض اتفاقية المشروع المشترك (المشار إليه فيما بعد باسم "الطرف أ").

مجموعة الشفار لخدمات النفط والغاز والمقاولات العامة وإعادة التدوير رقم الأعمال العراقية 047 TIKIT: الكائنة في أربيل - شقق إمباير الملكية A7-18 ، يمثله السيد قحطان كريم خلف جواز سفر العراقي (A7996827) مخول لغرض اتفاقية المشروع المشترك (المشار إليه فيما بعد باسم "الطرف ب").

وافق الطرفان طواعية على الشروط والأحكام التالية:

- 1- حسن النية: توصل الطرفان إلى هذه الاتفاقية بثقة عادلة لبناء علاقة تجارية طويلة الأمد.
- 2- تشغيل الشركة: يتعاون الطرفان بشكل كامل ويتسقان مع بعضهما البعض لتشغيل المشروع المشترك بنجاح.
- 3- الإنصاف: اتفق الطرفان على تحمل الشروط والأحكام المذكورة أعلاه بإنصاف دون أي انتهاكات جسيمة بأي شكل من الأشكال.
- 4- مدة الاتفاقية: هذه الاتفاقية سارية في البداية لمدة عشر (10) سنوات من تاريخ تنفيذها ويتم تجديدها تلقائيًا وفقًا لرغبة كلا الطرفين.
- 5- طبيعة المشروع: اتفق الطرفان على العمل / التعاون / والاستثمار في مجالات ومجالات مختلفة من المشاريع مثل: الأمن ، والخدمات الهندسية ، والنقل ، ومصفى النفط، والمقاولات، والتصنيع وإعادة التدوير ، إلخ.

Initials Party B:

Initials Party A:



اتفاقية المشروع المشترك

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