



Welcome to Unipods

Pre-Qualification Document

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Table Of Content

INTRODUCTION

- The Company
- The Group
- The Vision
- The Workforce
- The Factory Layout

SECTION A

THE SOLUTION

- Bathroom Pods
- Kitchen Pods

SECTION B

IMS (QHSE) MANAGEMENT MANUAL

SECTION C

TECHNICAL INFORMATION

- Method of Works
- Drawing Samples
- Technical Manual

SECTION D

FEATURED PROJECTS

SECTION E

REGISTRATION & LICENSE

SECTION F

AWARDS & ISO CERTIFICATES

- Excellence in Construction Technology
- Environment Protection & Dev. Authority
- ISO 9001:2015
- ISO 14001:2015
- ISO 45001:2018

SECTION G

SECTION A

INTRODUCTION

The Company

UNIPODS LLC is a leading Off-site construction technology company, specialized in bathroom and kitchen pods. Unipods has the capacity to deliver more than 10,000 pods per year. It owns one of the biggest Pods' factories in the world spread over a 75,000 sqm plot with a 26,000 sqm BUA. Unipods has an exemplary track record in serving the most prestigious players in the construction industry across the GCC.

UNIPODS is the perfect solution for hotels, residential buildings and villa developments, improving quality while increasing the efficiency and profitability of construction projects. A full turnkey bathroom solution – manufactured off-site and tailor made to the client's specifications – the pod is a pre-engineered, pre-fitted, ready-plumbed bathroom.

With a successful track record in pods, our team at UNIPODS is capable of utilizing off-site construction technology to the highest level possible, from: design, production, technical and management. Creating an original solution to our valued clients.

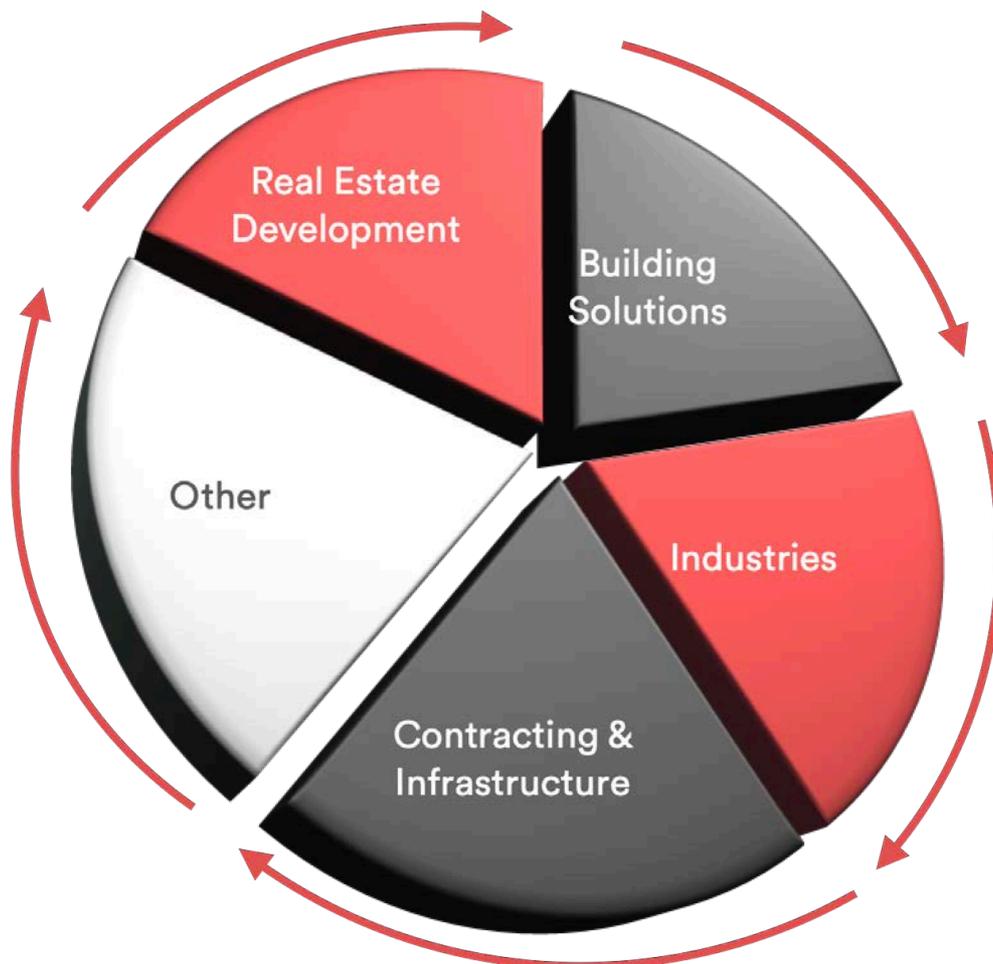
Our relentless drive for smarter ways to provide a strong solution for our clients means many of our projects demonstrate innovation that challenges conventional thinking and sets new industry standards.



The Group

Al Rajhi Holding Group is a well-established and diversified business group, with roots that go back to many years. KSA remains the home for majority of the companies with a strong presence in the UAE and expansion into other MENA markets, mainly in real estate, contracting & infrastructure, and building solutions. Major activities of Al Rajhi Holding Group comprise project development; operations management, investments and acquisitions.

Vision: “Become one of the leading MENA business groups by building successful long-term businesses where we are among the top private players, either regionally or globally.”



The Group

UNIPODS is under Building Solution Sector

AL RAJHI BUILDING SOLUTIONS INVESTMENTS

All SBUs:

- Have invested in state of the art equipment from industrial leaders
- Have employed experienced industrial experts
- Are among the largest of its kind in the GCC

SECTOR STRATEGY - BUSINESS DEVELOPMENT

- Joining Hands with Industry Leaders
- Adopting Best Available Technologies
- Become one of the leading private groups for building materials in the MENA region
- Investing in Human Resources

PLAN TO ACHIEVE THE TARGETS

- Joining hands with the industrial leaders and perusing appropriate, attractive acquisition opportunities, in and outside the GCC
- Profitable sales growth by enhancing and leveraging our leadership
- in each segment / sector / local / regional / international in every activity of the sector. Strong initiative to reach / keep customer focus and to obtain the preferred supplier position in order to deliver a better performance and increased market share.
- Continuous cost reduction by pursuing world class standards in business processes and securing the lower delivered cost wherever we do business.
- Development of our people by fostering and promoting a challenging environment of empowering and continuous learning, based on a clear commitment of applying strict safety standards.

STRATEGIC GUIDELINES

Customer Focus

- Obtain preferred supplier position by respective initiatives

Growth

- Succession planning, resourcing and training are a key factor to success

Simplification

- Processes and organization shall be simple

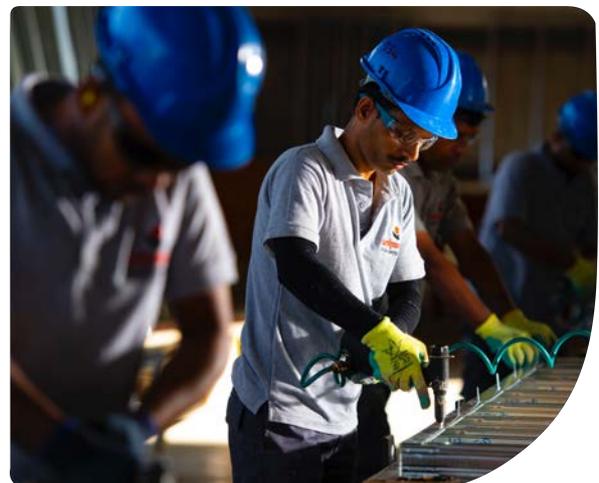
The Group

Unipods believes the future of construction is modular and has the expertise to educate, and the product to demonstrate the superiority of off-site modular construction.

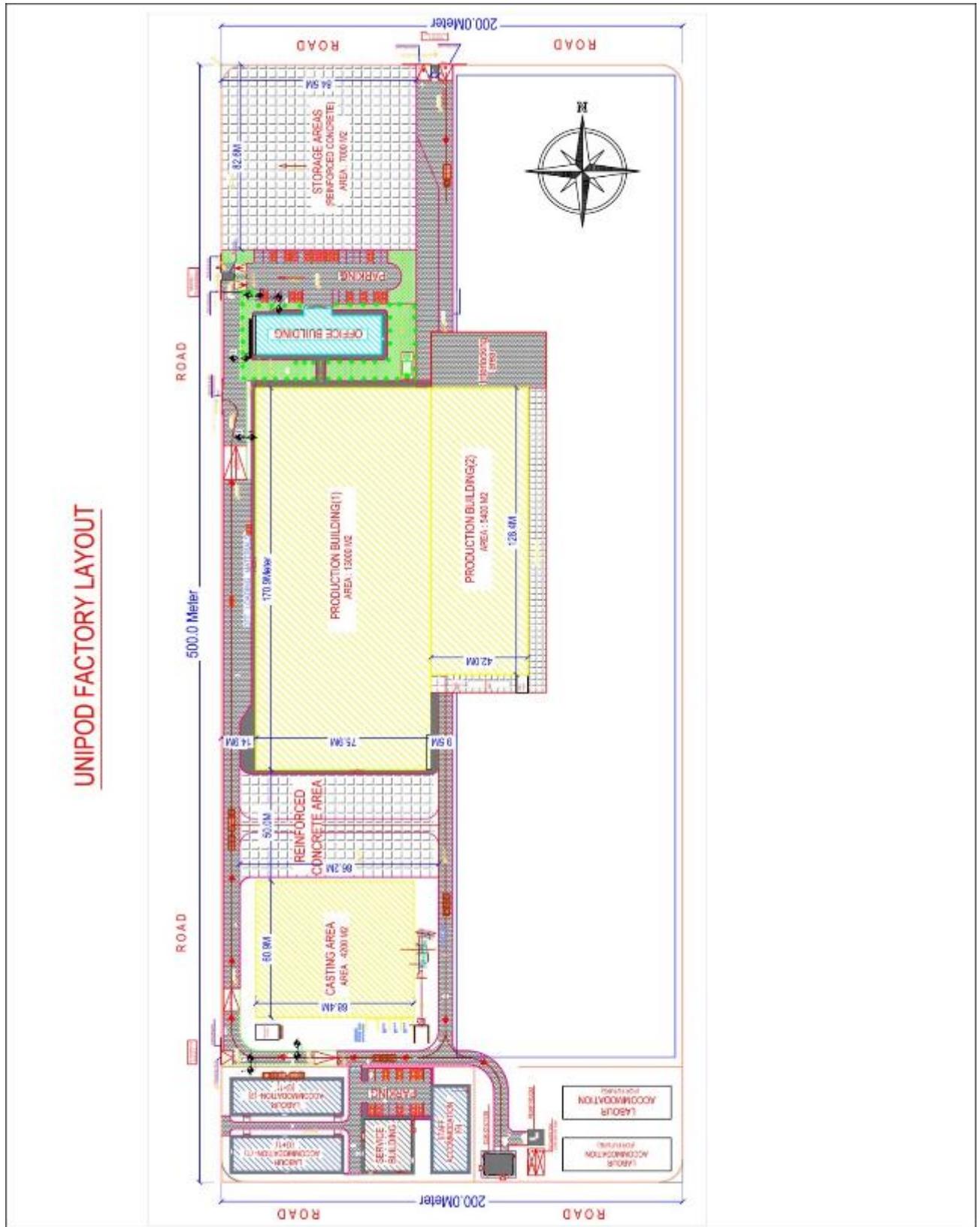


The Group

Description	No. of Staff
Senior Management Staff	4
Management Staff	
Sales & Marketing Department	3
Commercial Department	3
Technical Department	8
Production Department	15
Procurement Department	4
Finance Department	8
Human Resources Department	6
IT Department	2
Others	6
Total Senior & Management Staff	59
Factory Staff	
Production	280
Quality	6
Planning	1
Helpers	120
Others	15
Total Factory Staff	422
Total Manpower	481



The Factory Layout



SECTION B

THE SOLUTION

Bathroom & Kitchen Pods

Bathroom Pods are the perfect solution for hotels, residential buildings, and villas. The pod is a full turn-key bathroom solution, manufactured off-site and tailor made to the client's specifications. The pod is a pre-engineered, pre-fitted, ready-plumbed bathroom, and is delivered ready for installation, the perfect 'Plug & Play' concept for the fast-paced construction industry.

The pods are manufactured in a factory-controlled environment in order to achieve a consistently high quality, and each is fully tested according to the highest industry standards. The pods are then installed by UNIPODS before the facade of the building is completed.

As time goes by the prefabricated bathroom is becoming a more and more useful instrument for speeding up construction operations as the most complex and onerous part of a building – the bathroom – is entrusted to third parties.

Experience in offsite construction acquired over years of consolidated activity has allowed UNIPODS to offer innovative, highly technical finished products which has set it at the top of a market experiencing continuous development and allowed it to provide clients with solutions which are always avant-garde.



BENEFITS

The benefits of adopting off-site construction technology methods are many. In addition to guaranteed

high quality, the reduced time and related cost savings make off site manufacturing solutions the most attractive option today.

Certainty of quality



UNIPODS manufacture Bathroom Pods in a factory controlled environment with tried and tested quality procedures in place. All units are live tested prior to delivery and manufactured individually to the agreed specification. The building of a reference unit for client approval before general construction commences, is also a key part of the UNIPODS quality process.

This all results in less snagging during the completion and hand over period, a key benefit in terms of minimizing any potential on costs.

UNIPODS have the latest in automated plant at our disposal. This fully integrated and automated production process guarantees kitchen furniture of the highest quality.

Certainty of speed



Pod construction runs in parallel with on-site construction and ensures that delivery is both quick and timely. This results in significant time savings and can shorten on site construction time by as much as 2 - 3 months. This means a quicker ROi for the investor/ end user. There are also less costs associated with on- site office and administration, and reduced insurance costs related to health and safety issues.

Our experienced installation team can install 20 - 30 pods per day. JiT deliveries optimize crane use and on- site installation time. Night installations can also free up day time crane time for other tasks.

One point of contact from design through to installation saves time.

Certainty of cost



UNIPODS delivers to a pre agreed fixed price which ensures that cost is aligned to budget from the outset to completion. Our strong supply chain ensures that we can secure competitive prices for materials and a high level of service.

Our experienced design and technical teams adds value through optimization of pod layout and specifications.

Off-site construction results in an average of 15% less labour required on site.

- Reduced administration, visa, accommodation, and transport costs.
- Less on site supervision requirements.
- Less planning and on-site Coordination.
- Less planning and on site coordination between trades and contractor.

Certainty of process



Traditional assembly and installation of bathrooms and kitchens can be a complex and challenging experience with the requirement for coordination of a number of different suppliers and on site fitters. In addition, in a multi cultural society effective on site communication is key.

With UNIPODS off site construction methods there is only one point of contact. We design build and install as part of the full turn-key package. This can result in significant time savings and ensures the process is controlled and managed and eradicates any potential hassles on site.

Quality Inspection and Testing

UNIPODS carry out quality checks on every single pod produced. Each pod has a unique identification and is subjected to a series of rigorous checks in line with our quality assurance procedures. Testing is carried out on the production line by our technicians. This is then verified by our QC inspector prior to pod being approved for dispatch.

Tracking System:

UNIPODS Quality control system is computerized. All the quality sheet and tests are logged are in digital format. Each bathroom pod is provided with a unique BAR CODE that once scanned give to the quality control supervisor the current status of the pod and the phase to check and sign off.



The data information stored on includes:

1. The pod individual data (pod type, project, description, location, design, etc...)
2. Manufacturing phases
3. Technical and inspection data sheet
4. Supervision and QC results
5. ID of every worker who performed each function
6. ID of the QC supervisor who inspected every function

Inspection sheets:

Every Pod carries a full set of documents showing every function to be performed, the ID of the workers who performed the task, and ID of the QC supervisor who inspected the work.

The signing off of each function is a prerequisite to enable the team move and start working on the following function or phase.

Sample Inspection sheets

QUALITY CHECK SHEET		 <small>AL RAJHI BUILDING SOLUTIONS</small>		
Project Name:		POD TYPE:-		
		POD NO.:-		
		BARCODE:-		
Index	WORK DESCRIPTION	DATE:-	ID NO.	Handed Over
A	Floor-Casting	Date	ID NO.	Handed Over
1	Mold as per design			
2	Steel work as per design			
3	Drainage leak test prior to casting			
4	Inserts and lifting rods			
5	No cracks in the casting			
6	Levels			
7	Fire wrap for the drain out pipe			
8	Floor protected before handing over to assembly			
B	Wall/Ceiling Panel	Date	ID NO.	Handed Over
1	All wall panels are assembled as per the drawings			
2	Steel work as per design			
3	Gypsum assembled as per drawing (MR & FSMR)			
4	Wooden and Gypsum board applied as per drawing & specified			
5	Insulation in the wall			
C	Floor water proof & tiling	Date	ID No.	Handed Over
1	Priming is done properly on the casted floor (BASF)			
2	Water proofing is done as per specification			
3	Tiling is done as per the drawing layout and grouting done as per the specification			
D	Cabin Assembly	Date	ID No.	Handed Over
1	All walls set at right angle			
2	Door wooden support 50x35mm			
E	Ceiling Finishing	Date	ID No.	Handed Over
1	Ceiling frame cutting as per drawing			
2	Ceiling dimension as per drawing & specification			
3	Ceiling paint as per specification			
4	Access panel as per specifications			
F	First Phase Plumbing	Date	ID No.	Handed Over
1	Backing blocks fitted profile to profile			
2	All pipes are applied & insulated where needed as per MEP drawings			
3	All positions are checked before making holes for piping			
4	All the pipes are clamped as required			
5	Cistern flush tank fixed & connected as per specification			
G	Cabin Tiling	Date	ID No.	Handed Over
1	Water proofing to be done where specified			
2	All tiles are as per drawing and specification			
3	Mosaic tiles are as per drawing and specification			
4	Vanity top as per specifications			
5	All grouting and finishing as per target standard			
H	Electrical	Date	ID No.	Handed Over
1	Earth wires crimped tight & secured			
2	All electrical wiring are done as per drawing and specification			
3	All electrical fittings positions are properly done			
4	All wires are secured with conduit and insulation			
5	All circuits are identified			
6	Electrical testing for insulation resistance			
7	Earth tags x3			
8	Exhaust grill and location as per approved drawing			

I	Mechanical & Plumbing	Date	ID No.	Handed Over
1	All pipes are clamped as required			
2	W/C, WB and Bathtub frames are fixed as per drawing			
3	Taps are Secured and Protected			
4	All accessories are fixed to the correct location as per drawing & specified			
5	Wash basin assembled, fixed and tested as per specification			
6	W/C assembled, fixed and tested as per specification			
7	Bathtub assembled, fixed and tested as per specification			
8	Water pressure test is done after all plumbing works are completed			
9	Gravity test done for the drainage pipes			
J	Lifting rods	Date	ID No.	Production/Signature
1	All lifting rod points are as per required			
2	All lifting rods are tightened and welded			
K	Finishing	Date	ID No.	Production/Signature
1	Mirror fixing as per specification and drawing			
2	All silicon applied as per specification (BASF)			
3	Glass fixing as per specification and drawing			
4	The vanity is assembled & fixed as per drawing			
L	FINAL CHECK	Date	Comments	Quality/Signature
1	All blocks secured			
2	All lock nuts are secured			
3	Walls and floors are cleaned properly			
4	All tiles are in level and grouted to good finish as specified			
5	All design specifications have been followed in production			
6	All fixtures are fitted properly matching the drawings			
7	All outlet sockets are cleaned and checked			
8	All external drainage piping are to correct position and length			
9	No sign of damage to accessories and finishing material			
10	Mirrors & glass partition in proper condition			
11	All fixtures tightened and positioned properly			
12	Visual check for overall POD QUALITY			
<u>Comments</u>		<u>Barcode Sticker</u>		
For Site Use Only		Client	Contractor	Unipods
		Signature	Signature	Signature
Pods Received in Good Condition:				
Pods are Levelled as per requirement:				
No Missing Items:				
Snags Remarks (if any):				
Pods are signed off with all the comments cleared				

Test reports

- All Hot & Cold water supply pipework is tested at 8.0 bar pressure for 30 minutes.
- Drainage pipework is also subjected to an air test to qualify that pressure is maintained for period of 30 minutes with use of air caps and hand pressure pump with gauge.
- The complete electrical installation is tested by qualified inspector with tests carried out for insulation resistance, continuity and visual operational test on appliances and fittings.
- Gravity tests for all drainage pipework
- Flood Test is conducted for 24 hours

Sample flood test



Project Name:
BARCODE NUMBER:

POD NUMBER:

DATE:

Test Report for the Pod

Note: Read the test procedure before doing the tests.

Water Pipe line test

Tested Pressure: 8 Bar

Water Pressure Test	First Check	Second Check	Result
Cold water line	After 15 Min	After 15 Min	
Hot water line	After 15 Min	After 15 Min	

Name of Person Conducting the test:

Electrical Test

Tested: Insulation Resistance, Continuity, and Visual Check of the Wire & Fittings.

Equipment Used: 1) Insulation Resistance Test (Megger tester) (250V- 500V) and Multi-Meter.

Electrical Test	Test Result
Insulation Resistance R- E- N-	Infinity (OK)
Continuity Check	
Visual Check for lights & sockets	

Name of Person Conducting the test:

Drainage Gravity & Pressure test

Tested: Any drainage leak and flow in the outlet of the W/C, Vanity and bathtub.

Drainage Test	Leak Test	Slope Test
W/C Out Pipe		
Wash Basin Out Pipe		
Shower Tray		

Name of Person Conducting the test:

Project Name:

BARCODE NUMBER:

POD NUMBER:

DATE:

Pre- Commissioning Test Report

Check-List

HOT WATER LINE	COLD WATER LINE	CHECKED
SHOWER MIXER	SHOWER MIXER	
WASHBASIN	WASHBASIN	
TOILET FLUSH		
ABLUTION SPRAY		
TOILET FLUSH TESTED FOR FLOW		
ALL WATERLINES ARE FREE FROM OBSTRUCLES		

Name of Person Conducting the test:

Project Name:

BARCODE NUMBER:

POD NUMBER:

DATE:

Installation and Inspection report

Inspection for Installation of the Drainage lines of Pods

This is to certify that for the above mentioned pod we have installed and inspected all embedded drainage pipeline and fittings as per the approved drawings and approved materials.

EMPLOYEE ID NUMBER	SIGNATURE

Inspection for Installation for Cold and Hot Water Lines of Pods

This is to certify that the above mentioned pod we have installed and inspected all cold and hot water lines as per approved drawings and approved materials.

EMPLOYEE ID NUMBER	SIGNATURE

Note: This report is taken individually in all pods and any fault identified will be rectified immediately. After rectification tests are redone to confirm the test conducted. These tests are a part of our Quality Excellence program.

Project Name:
BARCODE NUMBER:

POD NUMBER:

DATE:

Flood Test Report

This is to certify that the above mentioned pod had been tested for water leakage. This test is conducted by the Quality department to monitor the workmanship of the skilled people who are doing the waterproofing activity.

EMPLOYEE ID NUMBER	DURATION OF THE TEST	SIGNATURE

Note: This report is taken individually in all pods and any fault identified will be rectified immediately. After rectification tests are redone to confirm the test conducted. These tests are a part of our Quality Excellence program.

Machinery

MACHINERY INVENTORY

Beam Saws
BIESSE-SELCO-WNT 600



High volume cutting, large batches at high speeds while maintaining optimum quality standards.

Beam Saws
BIESSE-SELCO-EBT 120



Edgebanders
BIESSE-EDGE-STREAM SB2
(double sided edge bander)
2 No back-up Single Side Edgebanders

Panel Handling
BIESSE-Winner-Panel Handling
Automated high speed panel handling 17 cycles per minute loading capacity and 20 Cycles per minute unloading capacity



CNC Machining

BIESSE-Rover22-CNC Machining Centre

CNC point to point machining with multiple head options.



Boring & Dowel Insertion

OMAL 130 NS-RT

Automated drilling and insertion of glue and dowels.



ASSEMBLY

BIESSE-COMIL-INSIDER FT2 & INSIDER IT2

Automated drilling and insertion of hinges, drawer runners and accessories.



ASSEMBLY – Contd.

UNIT PRESS & SHRINK-WRAP OVEN

Automated unit press ensures that carcass units are correctly assembled prior to wrapping ready for storage/dispatch.



STORAGE & DISPATCH

STORAGE AND PREPARATION FOR DISPATCH

Carcass units are palletized and wrapped ready for dispatch.



Loose accessories for site fix are batched and palletized.



SECTION C IMS (QHSE) MANAGEMENT MANUAL



AL RAJHI BUILDING SOLUTIONS

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IMS (QHSE) MANAGEMENT MANUAL

ISO 9001:2015, 14001:2015, 45001:2018

AUTHORITY	NAME	DESIGNATION
Reviewed By	Mr. Naveed Shahzad	QMR
Approved By	Mr. Youssef Romanos	President
IMS Manual		INTERNAL DOCUMENT
DOCUMENT NO: QHSE.1.0.0.	REVISION NO: 3	EFFECTIVE DATE: 08.09.2020

Change history

Date	Version	Created by	Description of change
17-03-18	1	MR	Scope is changed
11.01.2020	2	MR	Updated to ISO 45001:2018
08.09.2020	3	MR	Updated with new President's name

This Document is written as per the requirements of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 International Standards, and is the Manual for Unipods LLC (Unipods).

It describes the Policies, Objectives and QHSE Planning.

The Documented System follows the Process Approach as defined within the International Standard, which is focused on Customer Satisfaction and Continual Improvement. Key processes and support functions are referred in this document.

The Quality Management Principles form the basis of this system and are reflected within the Clauses of this Manual as per the following matrix:

Sr. No	Particulars	Clause Reference
QMP 1	Customer & Interested Parties Focus	4.3, 4.4, 5.1.2, 6.2, 6.3, 8.2.1, 8.2.2, 8.5.3, 8.5.4, 8.6, 8.7, 9.1.2, 10.2
QMP 2	Leadership	4.3, 5.1, 5.2, 6.1, 6.2, 6.3, 7.1, 7.4, 8.1, 8.7, 9.1, 9.2, 9.3, 10.2, 10.3
QMP 3	Involvement of People	5.1, 5.3, 6.2, 7.1.2, 7.2, 7.3, 7.4, 7.5, 8.1, 9.1.3, 9.2, 9.3
QMP 4	Process Approach	4.3, 4.4, 5.3, 7.5, 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1.3, 9.2, 9.3, 10
QMP 5	Improvement	4.3, 4.4, 5.2, 5.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.4, 7.5, 8.1, 8.7, 9.1, 9.2, 9.3, 10.2, 10.3
QMP 6	Use of Evidence for Decision Making	4.3, 4.4, 6.3, 7.1, 7.2, 7.3, 7.4, 7.5, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7, 9.1, 9.2, 9.3, 10.2, 10.3
QMP 7	Corporate Relationship	4.3, 4.4, 8.4, 8.7, 9.1, 9.2, 9.3, 10.2

The System has inbuilt capabilities for Planning, Operating and Controlling Processes to arrive at services as per planned arrangements. Monitoring and Measurement at appropriate stages endorses compliance with Customer Requirements along with applicable regulations.

The Management and Work force of UNIPODS are committed to meet the requirements of the Customer and IMS by implementing this documented system in the best spirit and improve on it by periodic reviews.

This Manual is the property of UNIPODS which contains vital information restricting its circulation. Controlled copies are circulated only on approval from management.

This document is released under the authority of the President.

Table of contents

1. ABOUT THE ORGANIZATION

- 1.1. ORGANIZATIONAL STRUCTURE

2. PURPOSE, SCOPE AND USERS

- 2.1. SCOPE STATEMENT
- 2.2. EXCLUSIONS

3. TERMS AND DEFINITIONS

4. CONTEXT OF THE ORGANIZATION

- 4.1. UNDERSTANDING THE ORGANIZATION AND ITS CONTEXT
- 4.2. UNDERSTANDING THE NEEDS AND EXPECTATIONS OF INTERESTED PARTIES
- 4.3. DETERMINING THE SCOPE OF THE QHSE INTEGRATED MANAGEMENT SYSTEM
- 4.4. INTEGRATED MANAGEMENT SYSTEM AND ITS PROCESSES

5. LEADERSHIP

- 5.1. LEADERSHIP AND COMMITMENT
 - 5.1.1. *General*
 - 5.1.2. *Customer Focus*
- 5.2. QHSE POLICY
 - 5.2.1. *Establishing the QHSE Policy*
 - 5.2.2. *Communicating the QHSE Policy*
- 5.3. ORGANIZATIONAL ROLES, RESPONSIBILITIES AND AUTHORITIES

6. PLANNING

- 6.1. ACTIONS TO ADDRESS RISKS & OPPORTUNITIES
- 6.2. QHSE OBJECTIVES & PLANNING TO ACHIEVE THEM
- 6.3. ENVIRONMENTAL AND OH&S PLANNING
- 6.4. LEGAL & OTHER REQUIREMENTS
- 6.5. PLANNING FOR CHANGES

7. SUPPORT

- 7.1. RESOURCES
 - 7.1.1. *General*
 - 7.1.2. *People*
 - 7.1.3. *Infrastructure*
 - 7.1.4. *Environment for the operation of the processes*
 - 7.1.5. *Organizational Knowledge*
- 7.2. COMPETENCE
- 7.3. AWARENESS
- 7.4. COMMUNICATION
 - 7.4.1. *Communications on Environmental and OH&S Issues*
- 7.5. DOCUMENTED INFORMATION
 - 7.5.1. *General*
 - 7.5.2. *Creating & Updating*
 - 7.5.3. *Control of Documented Information*

8. OPERATION

- 8.1. OPERATIONAL PLANNING & CONTROL
 - 8.1.1. *Environmental and OH&S Operational Control*

- 8.2. REQUIREMENTS FOR PRODUCTS & SERVICES
 - 8.2.1. *Customer Communication*
 - 8.2.2. *Determining Requirements Related to Products & Services*
 - 8.2.3. *Review of Requirements Related to Products & Services*
 - 8.2.4. *Changes to Requirements for Products & Services*
- 8.3. DESIGN AND DEVELOPMENT OF PRODUCTS & SERVICES
- 8.4. CONTROL OF EXTERNALLY PROVIDED PROCESSES, PRODUCTS & SERVICES
 - 8.4.1. *General*
 - 8.4.2. *Type and Extent of Control*
 - 8.4.3. *Information for External Providers*
- 8.5. PRODUCTION AND SERVICE PROVISION
 - 8.5.1. *Control of Production & Service Provision*
 - 8.5.2. *Identification Traceability*
 - 8.5.3. *Property Belonging to Customer or External Providers*
 - 8.5.4. *Preservation*
 - 8.5.5. *Post-delivery Activities*
 - 8.5.6. *Control of Changes*
 - 8.5.7. *Emergency Preparedness & Response*
- 8.6. MEASUREMENT AND RELEASE OF PRODUCTS & SERVICES
- 8.7. CONTROL OF NONCONFORMING OUTPUTS

9. PERFORMANCE EVALUATION

- 9.1. MONITORING, MEASUREMENT, ANALYSIS AND EVALUATION
 - 9.1.1. *General*
 - 9.1.2. *Customer Satisfaction*
 - 9.1.3. *HSE Measurement & Evaluation*
- 9.2. INTERNAL AUDIT
- 9.3. MANAGEMENT REVIEW
 - 9.3.1. *Review Input*
 - 9.3.2. *Review Output*

10. IMPROVEMENT

- 10.1. GENERAL
- 10.2. NON-CONFORMITY AND CORRECTIVE ACTION
 - 10.2.1. *Environmental, OH&S Non-Conformances & Corrective Action*
- 10.3. CONTINUAL IMPROVEMENT

11. ANNEXURE

- 11.1 OVERALL PROCESS SEQUENCE & INTERACTION (UNIPODS)

1. ABOUT THE ORGANIZATION

UNIPODS is part of the Saudi Arabian based **Al Rajhi Investment Group**.

UNIPODS designs, manufactures, installs and commissions pre-engineered bathroom and kitchen pods. All pods are manufactured in a factory-controlled environment at our 22,000m² purpose-built factory in Ras Al Khaimah. Additional capabilities have been added to the organization to include technical assistance and support, installation and maintenance of the product. The IMS is related to the full range of the company's activities.

UNIPODS technological edge lies in the advanced attributes of its approach of manufacturing and installation project management of a revolutionary pre-made product called "POD". The technique allows manufacturing in shorter time for faster and higher production rates, as well as for consistent and high quality planned outputs. All PODs made in UNIPODS factory follow strict Quality, Environment, Health & Safety control standards compatible with ISO 9001, 14001 and 45001 requirements.

In addition to satisfying the spiraling demand for PODs of consistently high quality, UNIPODS innovative policies and procedures have resulted in products that have extended both technical and aesthetic properties. These outstanding products are now helping to create imaginative and practical new constructions that hitherto would not have been possible. Stringent quality control procedures together with fully automated production processes maintain high product standards to satisfy the requirements for architects, consultants, builders and local authorities. We also operate a special category quality control system. UNIPODS reputation for quality products and practices have gained the company a loyal customer base in almost all of the major projects in the U.A.E and the Gulf region.

The Team at UNIPODS is adding value to our customers through our knowledge and commitment. The underlying philosophy for UNIPODS is Customers 1st and all parts of UNIPODS organization is contributing to the value creating process.

UNIPODS LLC

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Ultimate Holding Company: **Member of Al Rajhi Holding**

Areas of Expertise

- **UNIPODS – Prefabricated Bathrooms**
- **UNIKITCHEN – Ready Made Kitchens**
- **UNIBOARD – Toilet cubicles + Pre-plumbed Panels**

Implemented ISO Standards (IMS):

- **Quality Management (QMS) 9001:2015**
- **Environment Management (EMS) 14001:2015**
- **Occupational Health & Safety Management (OH&S) 45001:2018**

1.1. Organizational structure

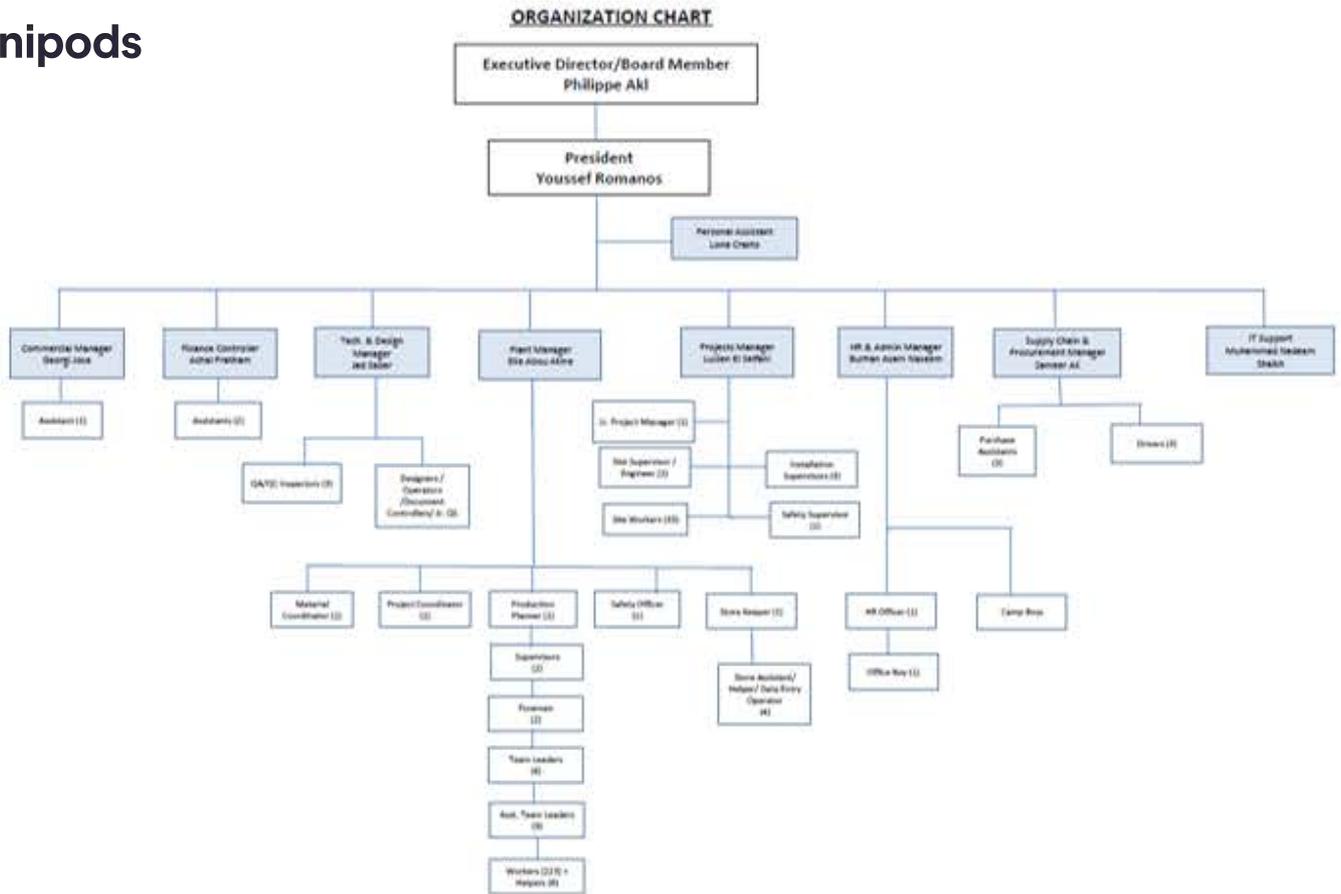


Figure 1: Unipods Organizational Structure

2. PURPOSE, SCOPE AND USERS

The Management Manual documents the management system of Unipods and demonstrates the capability of Unipods to continuously provide products and services that address customer requirements.

2.1. Scope Statement

Based on an analysis of the issues of concern, interests of stakeholders, and in consideration of its products and services, Unipods has determined the scope of the management system as follows:

“Design, Manufacturing and Installation of Bathroom and Kitchen Pods.”

2.2. Exclusions

None

3. TERMS AND DEFINITIONS

For the purpose of this Manual, Unipods references the terms and definitions listed in the ISO 9000:2015 or the relevant standard.

The latest revision of this document applies.

4. CONTEXT OF THE ORGANIZATION

4.1. Understanding the organization and its context

UNIPODS considers the context of the organization according to the **QHSE.4.1.0 Context or the Organization**.

4.2. Understanding the needs and expectations of interested parties

UNIPODS has determined the interested parties and their needs and expectations according to the **QHSE.4.1.0 Context or the Organization** and listed them in the **QHSE.6.1.2 List of Interested Parties**.

4.3. Determining the scope of the QHSE Integrated Management System

UNIPODS has determined the boundaries and applicability of the IMS.

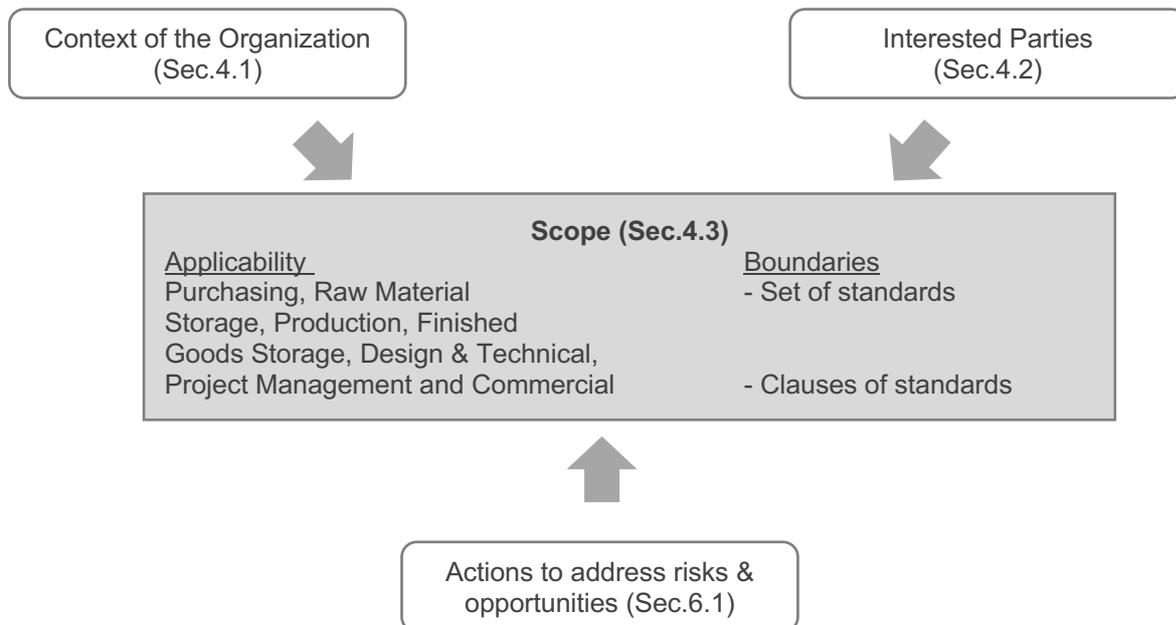


Fig 4.3 - Establishing the scope of IMS – Diagram

4.4. Integrated Management System and its processes

- The IMS is documented and maintained to meet ISO 9001:2015, 14001:2015 & 45001:2018 International Standards for QHSE Management Systems – Requirements, and in accordance with the QHSE Policy and QHSE Objectives defined by the President.
- The QHSE Management System is documented in a way to maintain continual improvement and ensure effectiveness in accordance with the requirements of the International Standard.
- QHSE Management Manual is made as the basic guideline for implementing QHSE Management Systems and serves as the QHSE reference document of the organization.
- Processes are identified in accordance with relevant applications other than defining their sequence, interaction and control in appropriate documents.
- Significant to the implementation of this IMS is Training and Monitoring & Measurement while Internal Audit verifies that documented procedures are implemented.
- While adequate resources are made available for respective processes it is ensured that necessary actions are taken for continual improvement.

UNIPODS has established and implemented the IMS, which is maintained and continually improved according to the requirements of the ISO 9001:2015, 14001:2015 & 45001:2018 standards including processes needed and their interactions.

5. LEADERSHIP

5.1. Leadership and Commitment

5.1.1. General

The Top Management demonstrates its commitment by:

- a. Taking accountability for the effectiveness of the IMS;
- b. Ensuring that the QHSE policy and QHSE objectives are established for the IMS and are compatible with the context and strategic direction of the organization;
- c. Ensuring the integration of the IMS requirements into the organization's business processes;
- d. Promoting the use of the process approach and risk-based thinking;
- e. Ensuring that the resources needed for the IMS are available;
- f. Communicating the importance of effective QHSE management and of conforming to the IMS requirements;
- g. Ensuring that the IMS achieves its intended results;
- h. Engaging, directing and supporting persons to contribute to the effectiveness of the IMS;
- i. Promoting improvement;
- j. Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

5.1.2. Customer Focus

Top management demonstrates leadership and commitment with respect to customer focus by ensuring that:

- a. Customer and applicable statutory and regulatory requirements are determined, understood and consistently met by each divisional head of UNIPODS;
- b. The risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed by all;
- c. The focus on enhancing customer satisfaction is maintained.

5.2. QHSE Policy

5.2.1. Establishing the QHSE Policy

The President defines the QHSE Policy and QHSE Objectives. The same is included in the Management Manual. All UNIPODS employees are explained and advised on the same on joining the office or during training. The QHSE Policy is displayed at prominent locations in English and other languages, and it is ensured that everyone at Unipods has understood, implemented and maintained the same at all levels of the organization.

Quality Policy

The level of quality is achieved through adoption of a system of procedures that reflect the competence of the company to existing customers, potential customers and independent auditing authorities.

Achievement of this policy involves all staff, who is individually responsible for the quality of their work, resulting in a continually improving working environment for all. This policy is provided and explained to each employee by the QHSE Officer.

To achieve and maintain the required level of assurance, the President retains responsibility for the Quality Systems with routine operation controlled by the QHSE Office Manager.

The objectives of the Quality Assurance Systems are:

- Identify and eliminating all forms of waste that do not bring value to the customer.
- Creating competitive advantage for the whole operation.
- Continually adding value to process and all aspects of business.
- Providing high quality products and services to fully satisfy customer requirements.
- To deliver correct, defect free products to our customer on time and within budget.
- Reduction of rejected products.
- Reduction in the number of customer complaints.
- Increasing the level of customer satisfaction.
- To achieve and maintain a level of Quality which enhances the company's reputation with customers.
- To ensure compliance with relevant statutory and safety requirements.

OH&S Policy

UNIPODS is committed to ensure the safety of its employees while protecting the environment, as an integral aspect of its planning and decision making process.

UNIPODS will take responsibility for health and safety procedures, however, employees need to be aware of their responsibilities and comply with the business' health and safety policy.

Each employee is encouraged to play a vital and responsible role in maintaining a safe and healthy workplace through:

- Being involved in the workplace health and safety system.
- Sticking to correct procedures and equipment.
- Wearing personal protective clothing and equipment as and when required.
- Reporting any pain or discomfort as soon as possible.
- Ensuring all accidents and incidents are reported.
- Helping new employees, trainees and visitors to the workplace understand the right safety procedures and why they exist.
- Telling your manager and superiors immediately of any health and safety concerns.
- Keeping the work place organized and tidy to minimize the risk of any trips and falls.

We are committed to:

- Putting safety first and foremost in everything we do.
- Conducting business with respect and care for people, the environment and our property.
- Maintaining internationally recognized safety, health and environmental management systems.
- Complying with UAE and international legislations, OH&S Management Systems.
- Continually monitoring and improving our performance.
- Establishing and achieving appropriate objectives and targets.

Environmental Policy

With UNIPODS' core value for ethical business practices and the uncompromising integrity, our operations strive to protect the environment and we ensure to be the responsible member of the community by complying with all applicable legal requirements.

The aim of our environmental policy is to support the company within the guidelines of the UAE's legislation, International Standards (ISO 14001) and Environmental Best Practices. Therefore, a set of our guide principles are stated as follows:

Environmental Leadership

Leadership in the business is the way of implementing the best practices which can also be considered as the key for every business success. To succeed as one of the best organization, we must earn the public's trust on environmental matters throughout the business processes. This goal is applied on all the operations of each and every division of our business group.

Waste Management System

The company is committed to come up with the best waste management system not only to reuse but even to minimize the amount of waste materials being produced in our processes. We cultivate our concept to protect the environment through the philosophy of developing ideas for better solutions. UNIPODS is committed to the concepts of 3R's Principle:

- Reduction of wastes materials by proper segregation and recovery at the process
- Reuse of waste materials in other purposes
- Recycling of scrap materials, used oil and others (Local recycling companies)

Continuous Development

The company shall establish measurement practices to track our environmental performance, as well as objectives to drive continuous improvement. Management Systems throughout our operations will continually assess the environmental impact of our operating facilities and products, and eliminate unacceptable risks to customers, employees and the communities in which we operate.

5.2.2. Communicating the QHSE Policy

UNIPODS Management ensures that the QHSE policy:

- Is available and is maintained as documented information;
- Is communicated, understood and applied within the organization;
- Is available to relevant interested parties, as appropriate.

5.3. Organizational roles, responsibilities and authorities

- The organization chart included in this manual as **Annexure**, shows the relationships between the respective functions.
- All employees are responsible for the quality of their own work and for reporting to their responsible supervisor of any conditions that are averse to the quality of the work being produced or adverse to the satisfactory operations of the IMS.
- Personnel are responsible for their own work, and have the authority within their defined areas of control for
 - The quality of work carried out
 - Initiating action to prevent the occurrence of nonconformance
 - Identifying and recording quality problems
 - Initiating, recommending and providing solutions to quality problems.

6. PLANNING

6.1. Actions to Address Risks & Opportunities

UNIPODS views “uncertainty” as neutral, but defines “risk” as a negative effect of uncertainty, and “opportunity” as a positive effect of uncertainty.

UNIPODS has elected to manage risks and opportunities separately, except where they may overlap.

Formal risk management may not be utilized in all instances; instead, the level of risk assessment, analysis, treatment and recordkeeping will be performed to the level deemed appropriate for each circumstance or application.

UNIPODS considers risks and opportunities when taking actions within the management system, as well as when implementing or improving the management system; likewise, these are considered relative to products and services.

Risks and opportunities are managed in accordance with the document **QHSE.6.1.0 Procedure – Addressing Risks and Opportunities**.

6.2. QHSE Objectives & Planning to Achieve Them

QHSE Objectives are established at relevant functions and levels within the organization. These objectives are established in such a way that they are all measurable and consistent with the QHSE policy and are reviewed in Management Review meetings. Measurable objectives are defined for each process and documented in the process flows. The same are monitored online for improvement.

6.3. Environmental and OH&S Planning

A procedure for Environmental and Safety Planning is implemented and it covers all aspects of environmental and OH&S planning including:

- Environmental aspects and impacts,
- Legal requirements,
- The environmental and OH&S policies,
- OH&S hazard identification and analysis,
- Assessment and control of risks,
- Internal performance criteria, and
- Products and services of contractors and suppliers.

The QHSE Officer and the Management Team, is responsible for developing and updating Environmental/OH&S action points, within the Corrective Action, which is formally approved and subsequently updated during Management Review meetings.

6.4. Legal & Other Requirements

The President in conjunction with the QHSE Officer & Management team, has established a Legal & Other Requirements Procedure and the documentation required to cover the legal and other requirements that are applicable to the environmental, health and safety and other issues relevant to all operations of the business, including relationships with customers, contractors and suppliers.

This is collated and updated using the Legal & Other Requirements Register and is maintained by the QHSE Officer. All Managers and Supervisors are responsible for advising the QHSE Officer of additions and/or changes required to the list. Legal and other requirements associated with each process are contained within relevant procedures and flowcharts for that process. Legal and other requirements that apply to safety hazards/risks or environmental aspects/impacts are identified in the Risk Management Plan.

6.5. Planning for Changes

- a. While documenting the IMS, every process owner ensures that planning is carried out in order to meet the requirements for documenting and implementing the system.
- b. Identified processes, their interaction and application are planned for in the QHSE.
- c. The methods and criteria necessary to control the operations are planned and documented in respective process maps.
- d. Planning for monitoring and measurement of processes is taken up by every process owner and relevant controls are established.
- e. When changes to procedures or processes are taken, it is ensured that following are considered:
 - i. The purpose of the changes and their potential consequences;
 - ii. The integrity of the IMS;
 - iii. The availability of resources;
 - iv. The allocation or reallocation of responsibilities and authorities.

7. SUPPORT

7.1. Resources

7.1.1. General

- a. Resource requirements are identified yearly as required to maintain the IMS. Annual Budget allocating Resources in terms of Finance, Personnel, Machinery / Equipment and Infrastructure, etc. will be reviewed and approved by the President, to effectively implement the QHSE, for meeting Customer requirements.
- b. Specific resources, if required, for meeting customer requirements, are reviewed on a day to day basis to enhance customer satisfaction.
- c. Adequacy of resources are reviewed during Management Review Meetings, Customer Complaints, Internal QHSE Audits and Training.

7.1.2. People

- a. The personnel performing work affecting work quality shall be competent on the basis of appropriate education, training, skills and experience.
- b. Divisional management has the relevant expertise to operate identified activities.
- c. Manpower as required are identified and provided as per ongoing requirements.
- d. Training needs are identified and programs are executed as per plan.
- e. The effectiveness of such training is reviewed periodically during the regular operations.
- f. Appropriate measures are taken to keep synergy with the QHSE Objectives.
- g. Changes in regulations are also reviewed for training requirements.
- h. Records of training and seminars are maintained.

Reference: **QHSE.7.1.0 Procedure – Resource Management**
 QHSE.7.2.0 Procedure – Competence, Training & Awareness
 QHSE.7.3.0 Procedure – Communication

7.1.3. Infrastructure

- a. The Stores, Administrative Office, Tools, Fixtures, installation equipment, Gauges, Support Services, Information and Communication Technology and Transport facilities etc. will constitute the requirements of Infrastructure.
- b. Infrastructure including support services, buildings, workspace, utilities, equipment etc. are identified and provided as per the requirements of the operations.
- c. Identified on-site installation equipment are maintained in-house or given on Maintenance Contracts on call basis to approved suppliers.
- d. The organization has necessary facilities like phone, fax and email.
Reference: QHSE.7.1.0 Procedure – Resource Management

7.1.4. Environment for the operation of the processes

- a. Adequate measures are implemented for suitable working conditions.
- b. Continuous attention is given to housekeeping and removal of wastes from work areas.
- c. Adequate arrangements are made to facilitate working at night hours, where required.
- d. Care is taken by the management to address occupational stress or ergonomic hurdles.
- e. The organization has internal capabilities for maintaining its infrastructure for Computer Hardware, Network, Data Communication and Software Utilities.
- f. The Divisional Heads along with their teams inclusive of production and stores will ensure maintenance of Safe Working Environment, good Housekeeping and Hygiene in the office and on-site areas.
- g. Adequate Fire protection and Insurance is taken for on-site and the ware house.
Reference: QHSE.7.1.0 Procedure – Resource Management

7.1.5. Organizational Knowledge

UNIPODS also determines the knowledge necessary for the operation of its processes and to achieve conformity of products and services. This may include knowledge and information obtained from:

- a. Internal sources, such as lessons learned, feedback from subject matter experts, and/or intellectual property;
- b. External sources such as standards, academia, conferences, and/or information gathered from customers or suppliers.

This knowledge shall be maintained, and made available to the extent necessary.

When addressing changing needs and trends, UNIPODS shall consider its current knowledge and determine how to acquire or access the necessary additional knowledge.

7.2. Competence

- a. Resource requirements are identified yearly as required to maintain the IMS. Annual Budget allocating Resources in terms of Finance, Personnel, Machinery / Equipment and Infrastructure, etc. will be reviewed and approved by the Manager, to effectively implement the QHSE for meeting Customer requirements.
- b. Specific resources if required for meeting customer requirements are reviewed on a day-to-day basis to enhance customer satisfaction.
- c. Adequacy of resources are reviewed during Management Review Meetings, Customer Complaints, Internal QHSE Audits and Training.
- d. The personnel performing work affecting work quality shall be competent on the basis of appropriate education, training, skills and experience.
- e. Divisional management has the relevant expertise to operate identified activities.
- f. Manpower as required are identified and provided as per ongoing requirements.

- g. Training needs are identified and programs are executed as per plan.
- h. The effectiveness of such training is reviewed periodically during the regular operations.
- i. Appropriate measures are taken to keep synergy with the QHSE Objectives.
- j. Changes in regulations are also reviewed for training requirements.
- k. Records of training and seminars are maintained.

7.3. Awareness

To ensure complete and smooth flow of QHSE knowledge, the management has appointed QHSE OFFICER as a QMR with following responsibilities:

- a. Oversee the functioning of all the members mentioned in the Organization Chart and to ensure the implementation of IMS.
- a. Effectively communicate the Quality, Environment, OH&S Policy and relevant QHSE objectives to divisional teams, and ensure everyone acknowledges.
- b. Communicate their contribution to the effectiveness of the IMS, including the benefits of improved performance.
- c. Communicate the implications of not conforming to QHSE requirements.
- d. Report on the performance of the IMS for Management Review to form basis for improvements in the IMS and liaise with external parties on matters related to IMS.
- e. Convene the Management Review Meeting at least once in a year or as and when necessary.
- f. Identify and address areas of non-conformance and take appropriate corrective actions, further control non-conformance till adequate actions are taken up.
- g. Convene, conduct and review Internal QHSE Audits as per plan and follow up on the corrective action taken.
- h. Promote awareness of customer and regulatory requirements within the organization.

7.4. Communication

- a. The organization has adequate facilities for effective communication.
- b. Daily review meetings are conducted for reviewing the status of projects.
- c. Memo Pads, notice boards are frequently used to ensure effective communication.
- d. Mails are maintained as effective mode of communication.

7.4.1. Communications on Environmental and OH&S Issues

The QHSE Officer in conjunction with the Management Team, manages all environmental, health and safety communication in accordance with the Communication of Environmental and Safety Issues Procedure, issues and identifies the relevant information, which will be required on an ongoing basis, to ensure that the environmental, health and safety requirements of the IMS are being satisfied.

The information may include, but not be limited to:

- Reports on compliance with environmental and OH&S policies, regulations and overall performance
- Immediate reports of violations of worker health and safety requirements
- Immediate reporting of environmental, health and safety accidents and incidents
- Reports on environmental aspects and impacts, hazard identification and risk evaluations
- Internal audit reports and corrective actions
- Internal and external complaints
- Worker health and well-being initiatives.

Care is taken to select the information to be communicated to employees and external sources so that it is of measurable benefit and always verifiable.

UNIPODS has established mechanisms so that all employees are involved in environmental, health and safety matters and can communicate environmental, health and safety concerns both upwards and downwards. The Action Request is used for this communication process.

OH&S & Environmental issues are dealt with during fortnightly Team Meetings as a standing agenda item. Minutes are taken and disseminated to all staff.

The Environmental and OH&S policies and subsequent major changes shall be communicated internally by means of all personnel attending short meetings with the President, Managers or their representatives.

The QHSE Officer communicates to all workers employed at the Unipods site on various worker health and well-being usually on a weekly basis. Communication also includes tips and helpful hints on maintaining good health.

7.5. Documented Information

7.5.1. General

UNIPODS manages the general documented information, as follows:

- a. Procedure Manual is signed on every page of relevance by the reviewing and approving authority with Revision Number and Effective Date.
- b. Where appropriate Documentation is in Electronic Media, the controls to such extent are defined in relevant sections of Procedure for Control of Documents and Procedure for Control of Records.
- c. Master lists are established as per requirement to identify revision status of all documents in the system in order to preclude the use of Non-applicable, OBSOLETE copies.
- d. Holders of Uncontrolled copies do not receive revisions.
- e. All Documents are reviewed by the QHSE OFFICER and approved by the President. The same is issued by the QHSE OFFICER.
- f. The system ensures that pertinent issues of relevant documents are used and obsolete documents are promptly removed from all points of use.
- g. All QHSE documents are available to all functions through the Shared Drive. Only PDF versions are available for reference and access control to the folder is limited to the QHSE OFFICER and IT.
- h. Hard copies when distributed for any reason are identified as CONTROLLED COPY to differentiate from uncontrolled ones.
- i. The hard copy with Original Signatures is retained with the QHSE OFFICER.
- j. All documents when printed by other functions will be termed as uncontrolled.
- k. Only Softcopies on the Shared Folder are of the latest version.

7.5.2. Creating & Updating

- a. Documents generated internally or of external Origin to the IMS and which require monitoring for revision and distribution are termed "CONTROLLED".
- b. It is ensured that documents are legible and readily identifiable.
- c. The system for change in document is defined in the Procedure Documented Information to ensure control.
- d. Amended documents are subject to review and/or reissue.
- e. Reviews and approvals are based on relevant background information and clarifications during the review meetings.
- f. The QHSE OFFICER is authorized to carry out the approved changes in QHSE documentation.

7.5.3. Control of Documented Information

- a. Records shall provide evidence of compliance for product and services that meet specified requirements.
- b. Records for in-house applications are in an environment that will prevent deterioration or damage and prevent loss and ensure retrieval.
- c. Documents, Data and Records are used on electronic storage that includes Cloud and Client Server technologies.
- d. Backups are taken for the local application data. Details are available in the Procedure for Backups and Procedure for IT Disaster.
- e. All records that support the IMS are referenced in process charts and respective procedures.
- f. Where hard copies of records are made, they are legible and identifiable to the process involved.
- g. Records are indexed in the manner identified in each module.
- h. Access to electronic records are controlled through passwords.
- i. Reports and correspondence with clients are filed in respective Customer file.
- j. Folders/registers and the like which hold QHSE records shall be labeled, as to their contents (or carry other identifiers) and where appropriate, the retention period.
- k. Upon expiry of the retention period the QHSE OFFICER shall determine the method of disposition.

8. OPERATION

8.1. Operational Planning & Control

Unipods IMS planning is consistent with all other requirements to suit the method of operation. To meet specified QHSE requirements following activities are taken up:

- a. Overall Organization and Process Maps are prepared to indicate inter relationship of various functions and flow of major activities involved.
- b. Adequate supervisory controls are identified during Management review, Customer Review, Handling Complaints, Disposition of non-conforming services and action taken on inadequate release.
- c. Resources (including skills) are identified and acquired.
- d. Documentation and related processes are in synergies and updated when necessary.
- e. Verification methods are updated whenever necessary.
- f. List of QHSE records is maintained as a part of Process Maps and updated as and when required.
- g. The organization has planned and determined the processes needed for product realization. Such identified processes are as per the requirements of the QHSE Policy and Objectives.
- h. Required verifications, validations, monitoring, inspection activities and verification activities are identified in respective process charts.
- i. Sales and Fulfillment planning is integrated with a cloud based ERP System.

8.1.1. Environmental and OH&S Operational Control

The Management Representative, in conjunction with the President and Managers, is responsible for identifying all work activities which have an influence on the achievement of environmental, health and safety objectives and targets in accordance with the Environmental and Safety Operational Control Procedure.

Attention is given to activities which could have a direct or indirect influence on health and safety matters, and any documented procedures establish acceptable work practices consistent with UNIPODS' policies and external commitments and have specific operating criteria and measurable outputs (verification activities).

Procedures for Operational Control of Unipods work sites will be incorporated into site practices where a specified requirement has to be satisfied.

Operational Control processes for maintenance activities are contained in the Precinct Maintenance Procedure.

Procedures will address the following where applicable:

- Normal activities and operations
- Abnormal activities and operations – e.g. power cuts, material and personnel shortages
- Accidents and incident handling
- Checking and inspection processes
- Records and reporting requirements
- References to Material Safety Data Sheets (MSDS) wherever relevant

Personnel nominated in each procedure shall be competent, suitably qualified and trained to undertake specific monitoring and recording of output data. Reports shall be presented to Management Review Meetings by the Management Representative.

8.2. Requirements for Products & Services

8.2.1. Customer Communication

- a. Customers are briefed about the products verbally, through letters, mails or personal meetings. Samples are sent (if applicable) for approval depending on the requirements.
- b. Where Customer do not have access to the website, presentations are made to educate the customer on the technology being used.
- c. Any amendments or discrepancies are communicated to the customer and resolved before acceptance.
- d. Customer feedback and complaints are addressed as per the documented procedure for Corrective action.
- e. Personal visits or online-conversations are made periodically to keep customers abreast of latest changes in technology.
- f. The company's website is updated regularly to include information relevant to business requirements.

8.2.2. Determining Requirements Related to Products & Services

- a. Customer requirements are determined including requirements for delivery of reports and post-delivery activities.
- b. Service & Maintenance team at UNIPODS handles the installation and operationalization of such equipment / products.
- c. It is ensured that customer expectations necessary for intended use but not specified are also reviewed prior to acceptance of the order.

- d. Formal contract review is carried out for each contract.
- e. Statutory and regulatory requirements in addition to specific requirements are also reviewed during the review of requirements.
- f. Special approval specifications are communicated to the customer prior to accepting the order.
- g. The divisional heads communicate regularly to determine any changes in regulations or requirements which might affect the requirements of the customer.

8.2.3. Review of Requirements Related to Products & Services

- a. Customer requirements are clearly understood and activities reviewed pertaining to requirements. Enquiries and requisitions are agreed before their acceptance including ability to meet customer requirements.
- b. It is ensured that the product requirements are defined and reviewed before acceptance.
- c. Formal Contract review is done for orders, including review of legal and other requirements.
- d. Any discrepancy in enquiry/order is resolved with the customer and such amendments to contract are communicated to all concerned.
- e. Where customer does not provide with a documented statement of requirement, the requirements are confirmed through an Order acknowledgement by the organization, before acceptance.

8.2.4. Changes to Requirements for Products & Services

To manage changes to requirements for products and services, divisional heads ensure that:

- a. Relevant documented information is amended;
- b. Relevant persons are made aware of the changed requirements, when the requirements for products and services are changed.

8.3. Design and Development of Products & Services

For new designs and for significant design changes, Unipods ensures the translation of customer needs and requirements into detailed product development and installation plans outputs. These address performance, reliability, maintainability, testability, and safety issues, as well as regulatory and statutory requirements.

This process ensures:

- a. Product development planning is conducted;
- b. Inputs (requirements) are appropriately captured;
- c. Outputs are created under controlled conditions;
- d. Product development and installation plans reviews, verification and validation are conducted; and
- e. Product Development and installation plans' changes are made in a controlled manner.

**Reference: QHSE.8.3.1.Procedure for Design and Development
QHSE.8.3.0.Project Planning Procedure**

8.4. Control of Externally Provided Processes, Products & Services

8.4.1. General

- a. Suppliers are selected and evaluated as per their ability to supply, past performance and other specific requirement of the products.
- b. Record of approved suppliers is maintained and this is continually reviewed based on supplier performance records.
- c. Suppliers are evaluated and reevaluated once in a year.

- d. Where suppliers are selected on rate contract basis, requirements are specified through contracts.
- e. Reviews of supplier's performance on products are based on the yield reports.
- f. The organization purchases materials like Books, Stationery, Transport and miscellaneous items as per the requirements from unapproved suppliers. The purchases of this nature are normally done on need to have basis and hence no formal review is required. However, any discrepancy in services is immediately informed.
- g. Miscellaneous and emergency purchases are even done from unapproved suppliers.

8.4.2. Type and Extent of Control

- a. All purchased products are verified before acceptance in accordance to the purchase information.
- b. Wherever applicable verifications are done at supplier's premises. Such requirements are specified in purchase information.
- c. Material Receipt Voucher is prepared in the system as records for incoming inspection of ordered material.

8.4.3. Information for External Providers

- d. Technical information as required is communicated in the Purchase Order.
- e. Where necessary, requirements of qualified personnel are identified.
- f. Purchase Orders are issued and reviewed for adequacy of purchase requirement before release to supplier.
- g. Where customers intend to visit supplier premises for verification through their representatives, the same is communicated to suppliers.

Reference: QHSE.8.4.0 Procedure – Procurement (Control of Externally Provided Processes, Products & Services)

8.5. Production and Service Provision

8.5.1. Control of Production & Service Provision

- a. The system ensures that appropriate controls are available for planning and execution of customer's requirements.
- b. Planning is done based on the customer's requirements and available man days.
- c. Appropriate instructions, where required, are available with specific functions.
- d. Suitable training is given to all concerned to facilitate process affecting service quality.
- e. The process ensures release and delivery performances along with monitoring post-delivery requirements.
- f. Logistics, quality control, procurement and fulfilment is integrated in Software system.

Reference: QHSE.8.5.0 Procedure – Production and Service Provision – Project Execution

8.5.2. Identification Traceability

- a. The products are identified by their product #, batch #, and specification and the same is maintained during the storage and delivery also. The batch # will ensure the traceability from customer's delivery to raw material at the supplier's level.
- b. All products are identified with unique number.
- c. Executed orders are identified with relevant documents.
- d. Traceability is guided through Excel.
- e. Storage at warehouse is segregated as per the bin numbers.

8.5.3. Property Belonging to Customer or External Providers

- a. Customer specified labels; artwork and shipping/transportation marks are considered customer property.
- b. During the study, however, data and information for product quality is collected, which is required for analysis and monitoring.
- c. All such data forms the part of reports submitted to the clients.
- d. Confidentiality is maintained in protecting the information from unauthorized access.
- e. Where such data is disclosed to laboratories etc. for technical purposes, it is done with prior approval of the client.

8.5.4. Preservation

Identification

- a. All products have a unique identification code based on the order. Additionally, products are identified as per material specifications of the supplier.

Handling

- a. Products are handled in a safe manner from receipt to issuance for production to delivery.
- b. It is ensured that during transit the material is protected from any damage or deterioration.
- c. Forklift is used as a material handling equipment, which is operated by skilled personnel.

Packaging and Delivery

- a. Stores ensure adequate packing prior to delivery.
- b. Only company's or approved transporters are used for delivery.
- c. Export containers are checked for fitness and consignments are reviewed for compliance of documentation as required for destination requirements.
- d. Client documents, where required, is followed to ensure safe delivery.

Storage

- a. All material is stored in a way so as to prevent damage or deterioration.
- b. Periodic verifications are carried out at storage locations to protect damage during storage.
- c. Defective or damaged materials are quarantined.

Preservation

- a. Physical stock verification is carried out daily, weekly and monthly to ensure that material is fit for use.
- b. During inspections, specific attention is given for stock rotation, shelf life, packaging, identification and product integrity.
- c. Out of shelf life items are segregated and disposed through approved agencies.
- d. Fire extinguishers are installed to handle events of mishap.

8.5.5. Post-delivery Activities

UNIPODS always determines the extent of post-delivery activities that are required to ensure client is able to gain maximum and issue-free value. For post-delivery activities UNIPODS considers:

- a. The associated risk with the products;
- b. The nature, use and intended lifetime of the products and services;
- c. Customer feedback;
- d. Statutory and regulatory requirements.

8.5.6. Control of Changes

- a. All divisions of UNIPODS review and control unplanned changes essential for installation service provision to the extent necessary to ensure continuing conformity with specified requirements.
- b. UNIPODS retains documented information describing the results of the review of changes, the personnel authorizing the change, and any necessary actions.

**Reference: QHSE.8.3.1.Procedure for Design and Development
QHSE.8.3.0.Project Planning Procedure**

8.5.7. Emergency Preparedness & Response

The QHSE Officer, in conjunction with the key managers, is responsible for the development and maintenance of a listing of possible environmental and OH&S emergency situations, both minor and major, which could occur in and around all UNIPODS premises and work sites and analyze the existing capability to handle the problems envisaged (which is detailed in the Emergency Preparedness and Response procedure).

An Emergency Preparedness & Disaster Management Plan has been developed to describe how UNIPODS will respond to accidents/unexpected incidents and emergencies/disasters and that the environmental, health and safety impacts of such events are minimized.

The planning process takes into account the Environmental Impacts & Aspects and the Safety Hazards and Risks for each location and all details for dealing with small, relatively minor emergencies as well as large scale, major impact disasters involving possible loss of life.

Emergency Response documentation has been developed per location and includes:

- Clear identification of the extent of the area under consideration
- Clear identification of the location and quantities of hazardous materials
- Clear definition of the nature and extent of potential emergencies covered by the plan
- Clear definition of responsibilities and authorities for personnel managing an emergency - internal communication.

The Emergency Preparedness & Disaster Management Plan contains detailed procedures covering:

- Initiation of the Emergency Response actions
- Reporting the emergency
- Evacuation and hospitalization procedures, when applicable
- Declaration of the end of the emergency
- Investigation and reporting of the causes of the emergency
- Development, implementation and monitoring of corrective actions
- Emergency simulation exercises, if practicable

The Emergency Response documentation shall be reviewed for adequacy at the Management Review Meetings at six monthly intervals and immediately after any real emergencies and simulation exercises. When changes to the plan are introduced, appropriate training shall be carried out to ensure that all changes are identified and understood.

8.6. Measurement and Release of Products & Services

Acceptance criteria for Products / Equipment and Services are defined in appropriate subordinate documentation. Reviews, inspections and tests / Commissioning are conducted at appropriate stages to verify that the product and service requirements have been met. This is done before the installed equipment / plant handing over.

8.7. Control of Nonconforming Outputs

- a. Non-Conformity is addressed at three levels i.e. Purchase Nonconformity, Product Non-Conformity and System Non-Conformity. Purchase Non-Conformity is related to incoming

Material. Product Non-Conformities are regarding the production phases' outputs. System Non-Conformities are those generated during internal audits.

- b. Process owners and QHSE OFFICER are authorized and responsible to take action on non-conformities and advise on adequate measures including acceptance under deviation. Details of such are documented in the **Procedure for Control of Non-Conformities**.
- c. Non-Conformance is documented and appropriate personnel are advised.
- d. Purchase Non-Conformances are returned, reworked, replaced or accepted under deviation for alternate use.
- e. Product Non-Conformances are regarded, reworked or rejected for alternate use.
- f. Adequate records are maintained to provide objective evidence that rectifications are satisfactorily completed and that re-verification has been carried out in accordance with documented procedures.

9. PERFORMANCE EVALUATION

9.1. Monitoring, measurement, analysis and evaluation

9.1.1. General

- a. The organization has planned and implemented a system for monitoring, measuring and analysis for improvement of processes which demonstrate conformity of products and services. Respective Process Flows have details on the same.
- b. The system ensures that the requirements are conforming to the IMS and continually improves upon its effectiveness.
- c. Regulatory and statutory requirements are monitored for relevant cases and communicated to the authorities as per requirements.

9.1.2. Customer Satisfaction

- a. The organization has established a system to continuously monitor the information required by the customer and meeting product and service requirements.
- b. Customer Feedbacks are taken from Customers after one year of business dealing.
- c. Customer's perception is reviewed for product and service requirements, communicated through mails or during visits.
- d. Feedbacks are discussed in the Management Review Meetings.

Reference: QHSE.9.1.0 Procedure – Monitoring, Measurement, Analysis & Evaluation

9.1.3. HSE Measurement & Evaluation

The President and QHSE Officer, in conjunction with the Managers, are responsible for Environmental and Health and Safety reviews undertaken annually and in accordance with the procedure for Monitoring and Measuring Environmental and OH&S Parameters and the Management Review Agenda.

The review shall include provision for:

- Identifying activities that can cause environmental concern or illness and injury and arranging for them to be monitored and measured
- Measuring performance against stated environmental, health and safety objectives and targets in the business objectives
- Identifying and implementing corrective actions, where required
- Changed or new regulations
- Identification of new environmental impacts and new health and safety hazards
- Changes in activities, operations and equipment.

When contractors are employed at a UNIPODS site location/s, the relevant Manager shall ensure that environmental, health and safety reviews are undertaken in an equivalent manner to those carried out in-house. This requirement shall be included in the contractual documentation covering the extent of work undertaken by contractors.

Documentation changes required as a result of the review shall be handled within the normal document approval and control system.

9.2. Internal Audit

- a. Audits are planned and undertaken at least once in a year as a means of improvement and to confirm compliance of the IMS to the requirements of the Standard and documented Procedures and Processes.
- b. The Audit Program is planned as per the status and importance of the processes. The Audit criteria, frequency, scope and methods are defined in the Audit Program.
- c. Audits shall be undertaken by trained personnel who are independent of the function being audited. Where required external agencies will be hired to carry out internal audits.
- d. Audit findings as recorded, are used as the main formal means of resolving problems and deficiencies detected in the IMS.
- e. Audit findings shall be brought to the attention of the person responsible for the area audited; who shall undertake timely action, as appropriate.
- f. Follow-up is done by the QHSE OFFICER to review those timely corrective actions taken. Effectiveness is reviewed by the next cycle of audits.

Reference: QHSE.9.2.0 Procedure – Internal Audit

9.3. Management Review

- a. The ongoing suitability and effectiveness of the IMS and implementation of the QHSE Policy are reviewed at the Management Review Meeting conducted at least once in a year or at planned frequency as per requirement.
- b. The President calls for a meeting once every month to review the progress of activities related to the business.
- c. Minutes of Management Review Meetings are maintained as records for the effectiveness of IMS.

9.3.1. Review Input

Inputs to Review Meetings typically includes, but are not limited to:

- Results of Audits – Both Internal and External
- Customer Feedback Analysis and Customer Complaints
- Process Performance based on the Analysis of Data
- Product Conformity based on acceptance, rework and rejections
- Progress and suitability of QHSE Objectives with respect to QHSE Policy
- Status of Corrective Actions
- Follow-up actions of previous review meetings
- Changes in the IMSs and their approvals
- Any recommendations for Improvement
- Resource requirements, if any.

9.3.2. Review Output

The outputs from Management Review Meetings are in the form of decisions taken with target date and responsibilities as applicable. The same are recorded in the Minutes of Meetings. The required outputs are focused on area for improvements and relevant resources required.

10. IMPROVEMENT

10.1. General

- a. The organization ensures continual improvement for effective IMS through use of QHSE Policy, QHSE Objective, audit results, analysis of data, corrective action and management review. This includes:
 - Improving processes to prevent non-conformities;
 - Improving products and services to meet known and predicted requirements;
 - Improving IMS results.
- b. Activities are monitored on a daily basis to ensure improvements in individual work areas.

10.2. Non-Conformity and Corrective Action

- a. The organization ensures action to eliminate cause of non-conformity in order to prevent recurrence.
- b. The causes of customer complaints and identified non-conformity related to product or IMS are investigated and recorded as required.
- c. Timely corrective action commensurate with risks encountered, are taken to eliminate the cause of non-conformances.
- d. The effectiveness of such corrective actions is reviewed.
- e. Procedures or Processes are amended and training provided in line with outcomes of effective corrective action where appropriate.
- f. Complaints from customers are addressed immediately and resolved.

Reference: QHSE.10.1.0 Procedure – Non-Conformity & Corrective Action

10.2.1. Environmental, OH&S Non-Conformances & Corrective Action

An Environmental and OH&S Incident Investigation & Corrective Actions Procedure has been developed and is maintained to identify, investigate, and record environmental, health and safety incidents and non-conformances and for providing timely corrective action on real problems.

All personnel are empowered to identify environmental, health and safety incidents (an unexpected event resulting in, or having a potential for environmental concern or personnel ill health).

Environmental, health and safety incidents must be communicated to an immediate Supervisor who shall record and investigate the root cause of the incident, accident or non-conformance on the Incident Report & Investigation Form.

Workers who notice material that has potential to cause environmental harm must immediately inform their Supervisor.

The review process shall look at adverse trends in particular, and shall include:

- audit reports
- non-conformance/observations recorded
- analysis of measurement and monitoring results
- incident/accident reports
- internal and external feedback

Where a potential problem is identified, the QHSE Officer shall detail the potential risk involved on an Action Request and indicate the action proposed to prevent it, based on a detailed analysis of data.

Corrective Actions shall be controlled and processed in the same manner as those for the QHSE component of the IMS.

10.3. Continual Improvement

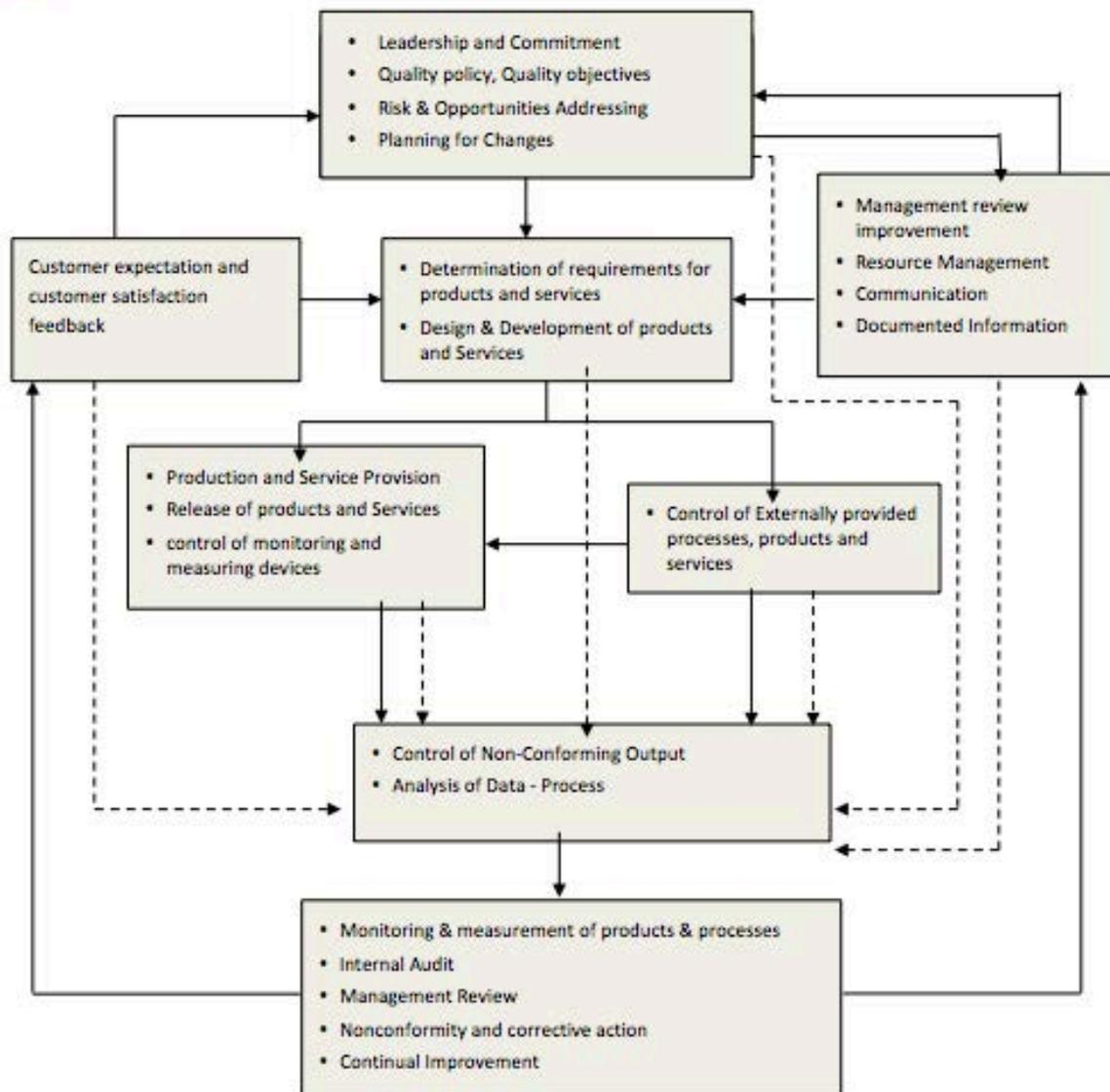
UNIPODS continually improves the suitability, adequacy and effectiveness of the IMS.

UNIPODS considers the outputs of analysis and evaluation, and the outputs from management review, to confirm if there are areas of underperformance or opportunities that shall be addressed of continual improvement.

Where applicable, UNIPODS utilizes applicable tools and methodologies for investigation of the causes of underperformance and for supporting continual improvement.

11. ANNEXURE

11.1 Overall Process Sequence & Interaction (UNIPODS)



- > Normal Process
- - - - -> Data feedback process



AL RAJHI BUILDING SOLUTIONS

SECTION D

TECHNICAL INFORMATION

Technical Information

Method of Works

1. The pods will arrive on site via wagon of suitable capacity to carry the load.
2. The wagon will be directed to the designated unloading station.
3. The Pod will be unloaded using 4 x numbers of certified lifting eyes. SWL two tonne each.
4. The Cranes (supplied and supervised by others) lifting chains will then be attach to the lifting eyes by competent personnel via a mobile ladder or if necessary by using a safety harness and lanyard clipped on at all times.
5. The pod will be lifted and lowered on to the loading Platform {prepared and certified by others} which will already be in place, on to the designated respective landing point on the platform deck. The Platform must be level with the building structural Slab.
6. The Landing point will be pre-prepared to accept the load direct on to the moving mechanism (Skoots or skates) via timber blocks.
7. Skoots are the selected option the wheels will be locked and the pair of Skoots will be connected with proprietary wagon straps and secured accordingly, if Machine Skates are to be the required moving device securing straps will not be required, The pod will then be unhooked from the crane chains by a competent person using a mobile ladder or wearing a safety harness and Lanyard which will be clipped on at all times.
8. Pod will be manually manoeuvred from the designated landing area by competent manual handling trained people. The optimum traffic management plan will be employed and all traffic routes will be well lit and clean and free from debris. It is the responsibility of others not UNIPODS to ensure this is maintained. All obstacles, Parturitions, Recesses, Hanging Brackets, Pipe work, AC units must be removed, Filled or moved, to accommodate a safe passage from the landing platform to the predetermined location in the building fabric.
9. The pods will be lined and levelled to pre determined grid lines and datum's, set by others. Care will be taken to ensure that the correct pod type is located in accordance with the location plan.
10. Upon completion of the installation per floor, a joint inspection of the pods will take place. It is the main contractors responsibility to co-ordinate this.

Controls

- ❖ UNIPODS supervisor will oversee all work
- ❖ Site / client to maintain free and easy access at all times
- ❖ Site to provide clear access for the carrying out of each procedure
- ❖ PPE as appropriate to be worn at all times

Checked and approved by:

Date:

Risk Assessment Form Rev 1

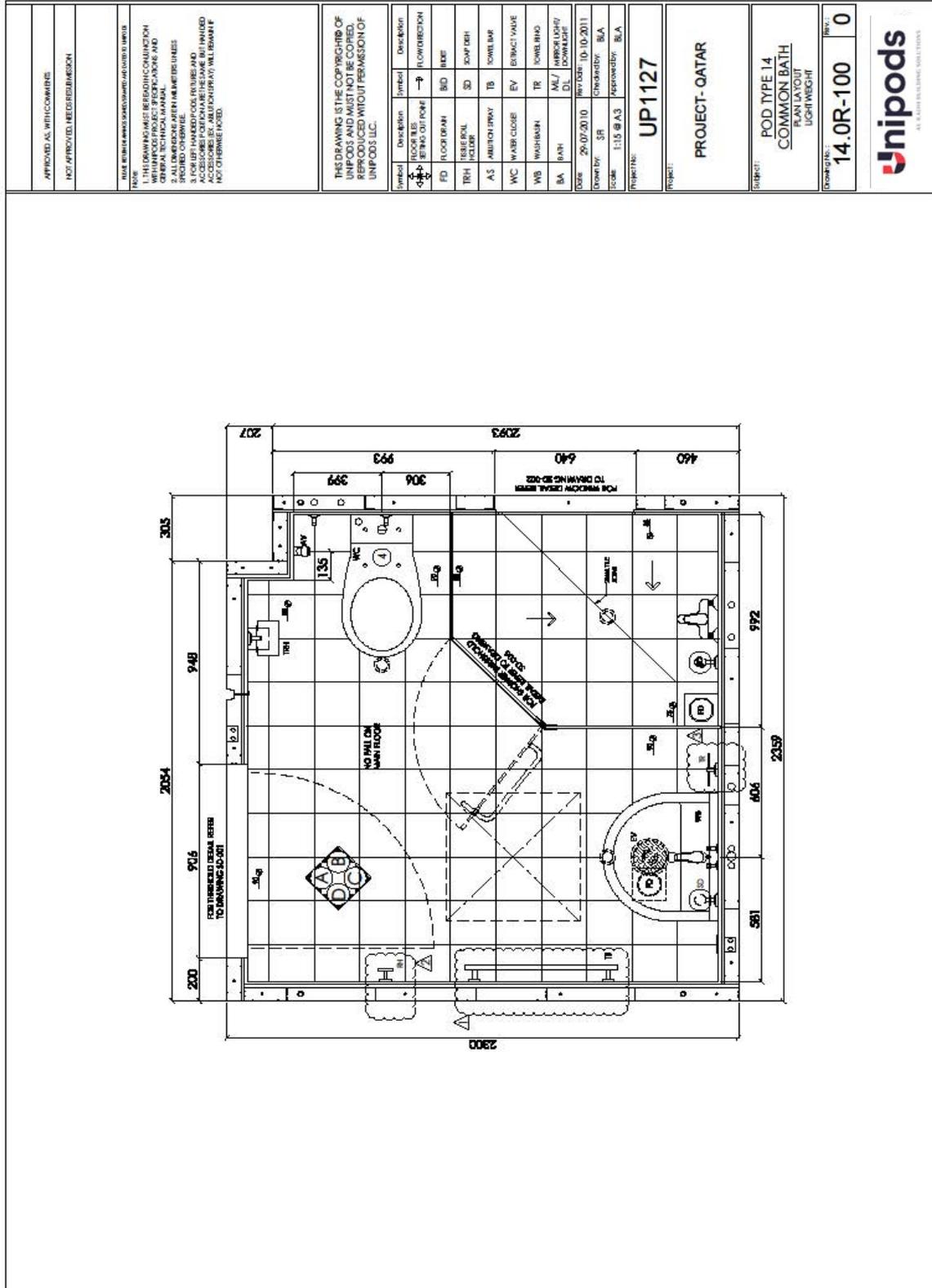
Site:		Area / Location:				
Reference:						
Operations covered by this Assessment: Site Installations						
Maximum number of persons exposed: 12						
Frequency and duration of exposure: Approximately 10 hours per day						
Hazard		Frequency	Severity	Risk Rating		
				Number	I-L-M-H Before	I-L-M-H After
1	Working heights	3	6	18	m	L
2	Trips and falls	3	5	15	M	L
3	Electrocution	3	6	18	M	L
4	Portable tools	4	5	20	M	L
5	Injury to general public	1	3	3	L	L
6	Manual handling	4	4	16	M	L
7	Struck by mobile plant	2	6	12	L	L
8	Load trapping person(s)	3	5	15	L	I
Frequency			Severity			
1	Highly improbable occurrence		1	Negligible injuries		
2	Remotely possible but know		2	Minor injuries		
3	Occasional occurrence		3	Major injuries		
4	Fairly frequent occurrence		4	Severe incapacity		
5	Frequent and regular occurrence		5	Total incapacity		
6	Almost certain		6	fatality		

Risk rating = Frequency x Severity
I= Insignificant (0-7), L=Low (8-12), M=Medium (13-24), H=High (25-36)

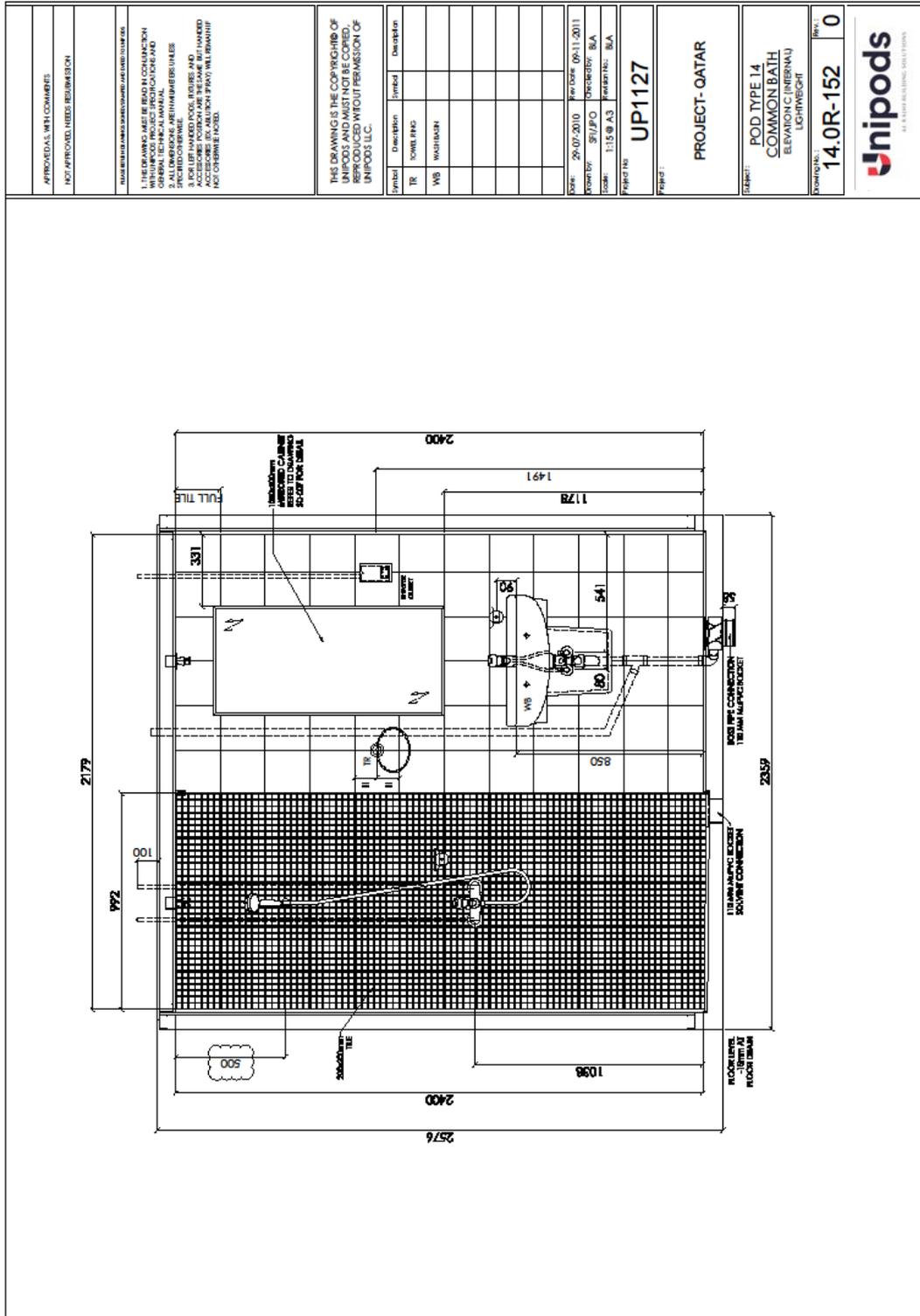
Statutory Regulations			Actions already taken		
1	HASAWA 1974	*	14	Permit to Work	
2	COSHH Regulations	*	15	Systems of Work	*
3	Electricity at Work Regulations	*	16	Safety Policy	*
4	Noise at Work Regulations	*	17	Safety Manual	*
5	Construction Regulations	*	18	Safety Machinery	*
6	Safety Sign Regulations	*	19	Training Records	*
7	Abrasive Wheel Regulations	*	20	First Aid	*
8	Fire Precautions Regulations	*	21	Emergency Plan	*
9	Manual Handling Regulations	*	22	Designated Persons	*
10	Display Screen Regulations		23	Induction Training	*
11	PPE Regulations	*	24	Contractors	*
12	Environmental protection	*	25	Safety Representatives	*
13	RIDDOR	*	26	Engineering Examinations	*
Other Regulations or Actions Taken					
Health and Safety Guidance GS6 – Use of cranes with overhead electric cables					
Action required			Responsibility and date for Action		
1	To reduce the risk of falling from height during the work process Harnesses must be worn		Works supervisor – at all times Operative		
2	To reduce the risk of injury through tripping or falling the supervisor /operative will ensure the area where he is working is kept in an orderly fashion. All equipment is set aside when not in use, with nothing left on the floor for persons to trip over.		Site supervisor – at all times Operative Main Contractor should maintain a Daily Housekeeping Regime		
3	To reduce the risk of electrocution, no persons are to work with electrical apparatus, e.g. joining cables. If any electrical fault occurs then the operative shall inform his supervisor who shall arrange for an electrician to attend to the problem.		Works supervisor – at all times		

Action required		Responsibility and date for Action
4	To reduce the risk of injury through using portable tools, all persons operating the tools will be trained and competent. Also work area as required.	Works supervisor – at all times Operative
5	To reduce the risk of injury to members of the general public, the site will be securely fenced off at all times	Main Contractor at all times- Site Works supervisor –Work area but not including clear passage way.
6	To reduce the risk of injury through manual handling / positioning, the operatives will be trained in the use of manual handling techniques.	Works supervisor – at all times Operative
7	To reduce the risk of operatives being hit by mobile plant, the operative shall be inducted by the main contractor, therefore making him aware of the identified traffic routes.	Main Contractor at all times Works supervisor Operative
8	To reduce the risk of operatives being trapped or crushed, the potential crush areas will be required to be cordoned off and operatives made aware of these areas, e.g. rear swing of the counterweight of the Crane and between the bathroom modules and the building structural walls during sitting, etc. Operatives are required to wear the correct PPE for the operation, e.g. boots, hard hats and gloves.	Works supervisor Operative
Assessor:		Date of Assessment:
Signed:		Review Date:
Approval:		Date of Approval:
Signed:		Review Date:
Position:		

Drawing Samples



Drawing Samples



Drawing Samples

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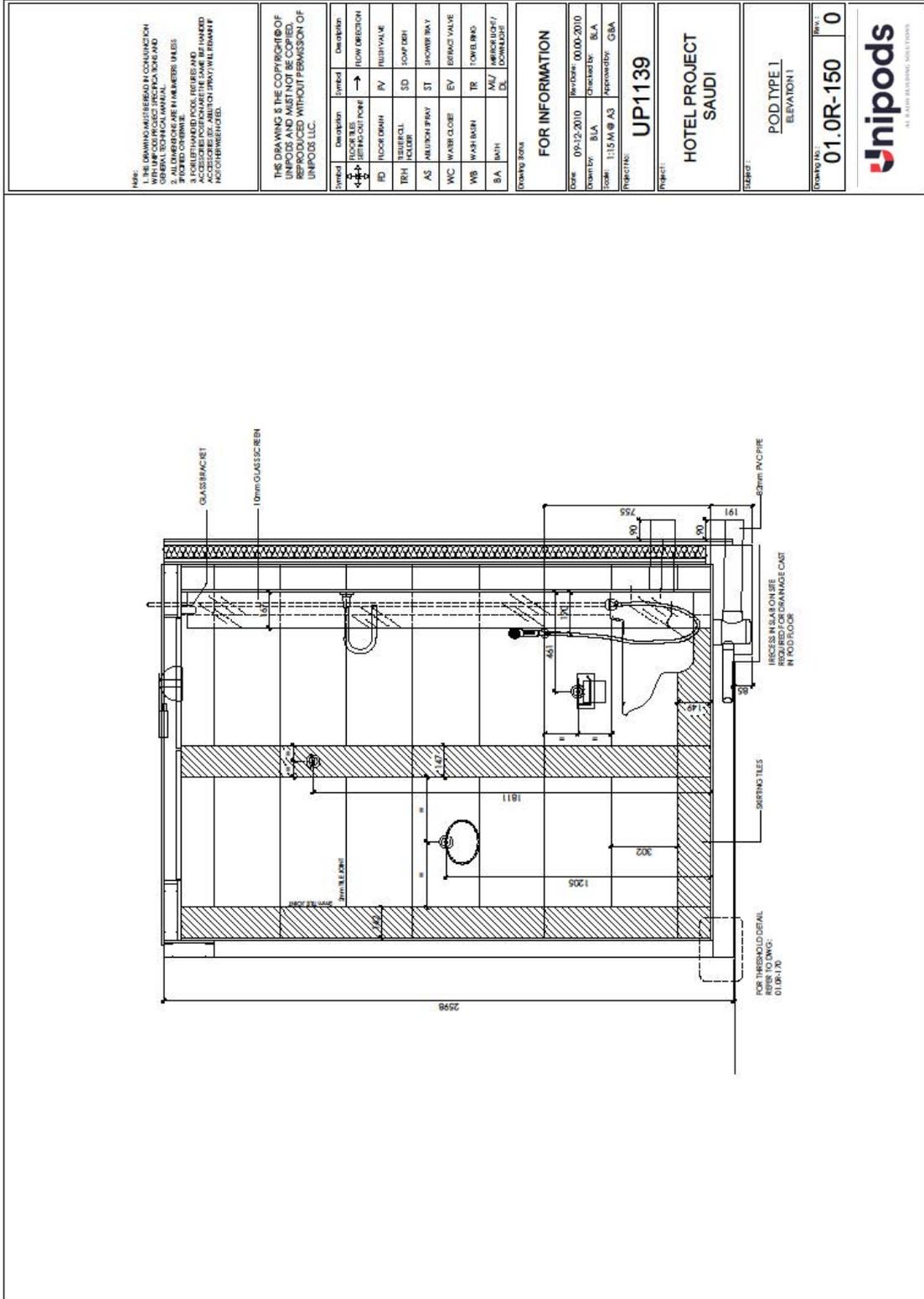
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ALL WATER PIPES ARE 16 AND 20MM PEX PIPES IN PROTECTIVE CONDUITS - ALLOCATED ON CEILING WITH DROP DOWN PIPES TO OUTLETS

ALL PIPES AND FITTINGS ARE UPON PEX SYSTEM

NO PIPES ARE INSULATED



PRE-ENGINEERED BATHROOM PODS TECHNICAL MANUAL

CONTENTS

<u>1.0</u>	<u>Introduction</u>
<u>2.0</u>	<u>Pod Construction</u>
2.1	Floor
2.2	Pod Walls
2.2.1	Lightweight Steel Frame Walls
2.2.2	Lightweight Steel Frame Wall Performance Table
2.2.3	Lightweight Concrete Walls
2.2.4	Lightweight Concrete Wall Performance Table
2.3	Ceiling
<u>3.0</u>	<u>Pod Assembly, Process & Finishes</u>
3.1	Cabin Assembly
3.2	Tanking
3.3	Tiling & Adhesives
3.4	Internal Finishes
<u>4.0</u>	<u>Mechanical & Electrical Services</u>
4.1	Water Supply Pipework
4.2	Drainage Systems
4.3	Electrical Installation
4.4	Ventilation Systems
<u>5.0</u>	<u>Testing & Quality Assurance</u>
<u>6.0</u>	<u>Preparation for Dispatch</u>
6.1	Cleaning & Protection
<u>7.0</u>	<u>Delivery, Installation, Pod Handling, Handover & Commissioning</u>
7.1	Delivery
7.2	Installation
7.2.1	Horizontal Installation
7.2.2	Vertical Installation
7.3	Loadings
7.4	Lifting
7.5	Snagging, Joint Inspection & Handover
7.6	Commissioning Process
<u>8.0</u>	<u>Warranties, Fact & Figures</u>
8.1	Warranty, Maintenance & Defects
<u>9.0</u>	<u>Additional Information</u>
9.1	Facts & Figures
<u>10.0</u>	<u>Contact Information</u>

1.0 Introduction

UNIPODS design, manufacture, deliver and install Off-Site Manufactured Bathroom Pods for the construction industry. We offer a full turn-key bathroom solution, designed and tailor made to meet our client's specific project needs.

Pods are completed bathroom units consisting of floor, walls and ceiling. Each pod is delivered to site with all internal finishes 100% complete. This includes all floor & wall tiling, sanitary ware, fittings and fixtures, plumbing and electrical systems.

The pod is constructed and finished in a controlled factory environment and then delivered to site and installed within the building structure for simple on-site connection to water, drainage and electrical systems.

The pods are produced to bespoke designs for each project in line with the client's specific layout and specification requirements.

UNIPODS off site manufacturing solutions are compatible with most project categories including hotels, student accommodation, residential and commercial towers and large villa projects.



2.0 Pod Construction

The construction of the **UNIPODS** bathroom pod is based on formation of the room or box by combining separately fabricated floor slab, wall panels and ceiling panel components.

2.1 Pod Floor

The pod floor is formed as a self-supporting pre-cast concrete slab. The floor is cast with a perimeter up-stand to provide maximum water-tightness. The minimum floor thickness is 50mm (concrete) plus finishes however concrete thickness may increase depending on layout and overall size of span.

- Reinforced Concrete Strength: 30MN/m²
- Reinforced Concrete Density: 2300 – 2400 kg/m³

All necessary holes and penetrations for service and drainage runs can be incorporated within the floor design as well as inserts necessary for pod assembly and lifting.

The concrete pod floor can be cast with built-in gradient/falls and steps as necessary to form wet room shower floors or shower tray details.



2.2 Wall Construction

UNIPODS offer two pod wall construction options

- Lightweight Steel Frame Gypsum Board Lined Walls
- Lightweight Concrete Walls

2.2.1



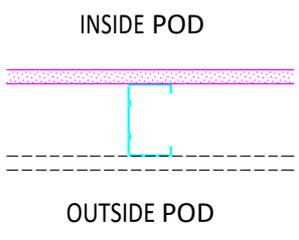
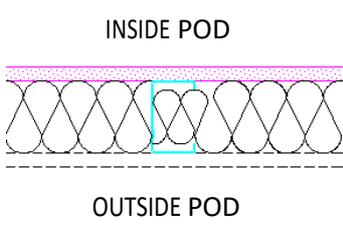
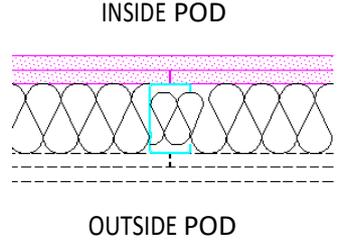
Lightweight Steel Frame Gypsum Board Lined

The lightweight steel wall consists of sub-frame formed from cold-rolled galvanized steel c-section studs and lined internally with moisture resistant gypsum plasterboard to form a rigid wall construction ready for factory applied internal finishes. The c-section studs are produced in our factory via an automated roll forming process whereby each section is cut to the exact length with notches, swage, rivet punch and countersinks to exacting requirements. This eliminates significant material off-cut waste that would be associated with traditional on-site gypsum board standard length studs. The studs are formed from 0.70 gauge galvanized steel which is thicker and more rigid than typical gypsum board metal stud sections. The wall panels are designed with studs at max 400mm centers providing a robust and rigid wall panel construction.

Walls are lined internally with moisture resistant gypsum plasterboard ready to accept finishes within the factory. Gypsum Plasterboard is selected to meet specific performance requirements for the finished wall. Insulation can be included between studs if required. It is normal for UNIPODS to provide external lining to specific pod walls that have been designed to form riser shaft or duct areas and are required to meet specific fire and acoustic performance ratings.

Generally the external layer of dry-lining is applied on-site by the main contractor once the pod has been placed in its final location within the building.

2.2.2 Lightweight Steel Frame - Wall Construction Performance Table

Wall Thickness	12.5 + 63 + 12.5 = 88mm (+ internal finish)	12.5 + 63 + 12.5 = 88mm (+ internal finish)	(2x12.5) + 63 + (2x12.5) = 113mm (+ internal finish)
Construction (Inside to Out)	Single Layer 12.5mm Moisture Resistant, Fire-shield Gypsum Plasterboard - 63mm UNIPODS Galvanized Steel Stud @ max 400mm centres - Single Layer 12.5mm Typical Gypsum Plasterboard (Site-applied by MC)	Single Layer 12.5mm Moisture Resistant, Fire-shield Gypsum Plasterboard - 63mm UNIPODS Galvanized Steel Stud @ max 400mm centers with Mineral wool insulation within void - Single Layer 12.5mm Moisture Resistant, Fire-shield Gypsum Plasterboard (Site-applied by MC)	Double Layer 12.5mm Moisture Resistant, Fire-shield Gypsum Plasterboard - 63mm UNIPODS Galvanized Steel Stud @ max 400mm centers with Mineral wool insulation within void - Double Layer 12.5mm Moisture Resistant, Fire-shield Gypsum Plasterboard (Site-applied by MC)
Fire Protection	30 min	60	120
Noise Reduction	37 – 39 dB	42 dB	50 dB
Detail	 <p>INSIDE POD</p> <p>OUTSIDE POD</p>	 <p>INSIDE POD</p> <p>OUTSIDE POD</p>	 <p>INSIDE POD</p> <p>OUTSIDE POD</p>

2.2.3 Lightweight Concrete Walls

The concrete pod wall is produced in two thicknesses dependent on required performance rating of the wall.

Wall Thickness: 60mm + finishes

80mm + finishes

Each concrete wall is cast as a single reinforced lightweight concrete panel.

Leca Concrete: $f_{ck} > 20$
MN/m²

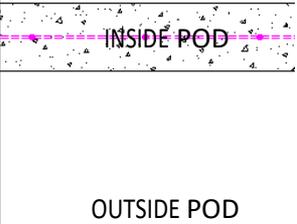
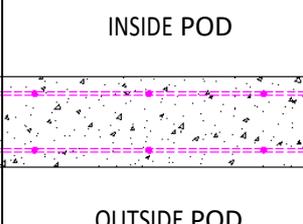
Weight: 1600 – 1700 kg/m³

Panels are formed with pipe routes and electrical conduits and outlets cast within the wall panel and inserts required for connections at floor to wall, wall to wall and wall to ceiling junctions.

Floor to wall (horizontal junction) connections are made at max 800mm intervals and wall to wall (vertical junction) connections are made at max 600mm intervals. In both cases the connections and joints are sealed with a mortar adhesive.

The external face of the concrete pod wall provides a good quality smooth surface and once pods have been installed to final location within the building structure the external face of the concrete pod wall will require only minimal filling prior to application of finishes.

2.2.4 Lightweight Concrete – Wall Construction Performance Table

Wall Thickness	60mm (+ internal finish)	80mm (+ internal finish)	
Construction	60mm Thick Pre-Cast Lightweight Reinforced Concrete Panel	80mm Thick Pre-Cast Lightweight Reinforced Concrete Panel	
Fire Protection	30 min	60	
Noise Reduction	37 dB	40 dB	
Detail			

2.3 Ceiling Construction

The pod ceiling is formed as a single panel consisting of steel sub-frame lined internally with gypsum plasterboard. Any joints are taped and filled and ceiling receives painted finish internally. A protective layer of 9mm plywood is provided externally. Dependent on specific project design requirements we can offer two sub-frame construction options.

1. Mild steel welded sub-frame formed from hot rolled hollow section steel coated with anti-rust protection.
2. Cold rolled galvanized steel c-section stud frame as per wall panel construction.

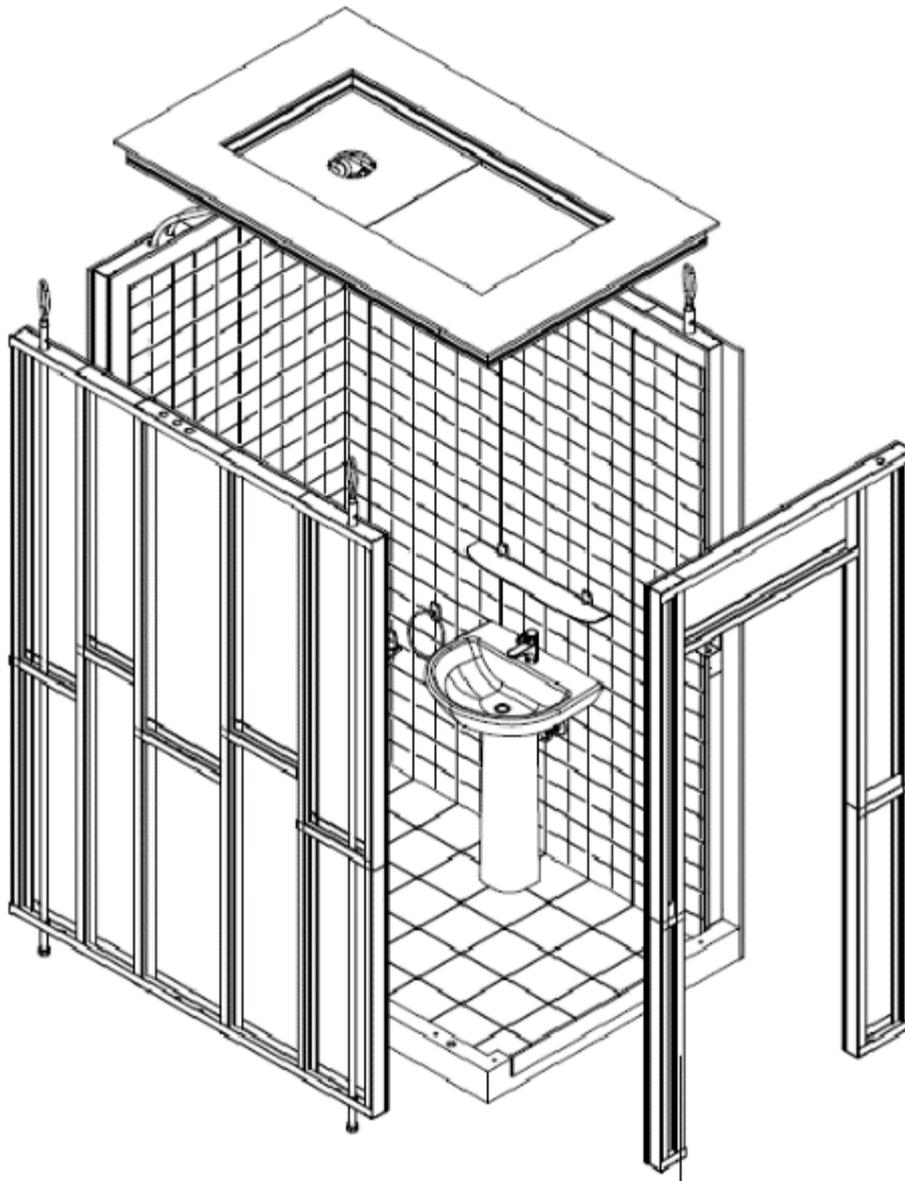
It is also possible for the pod ceiling to be formed with built in access panels or with demountable ceiling tiles providing access to any services located in void above the pod.

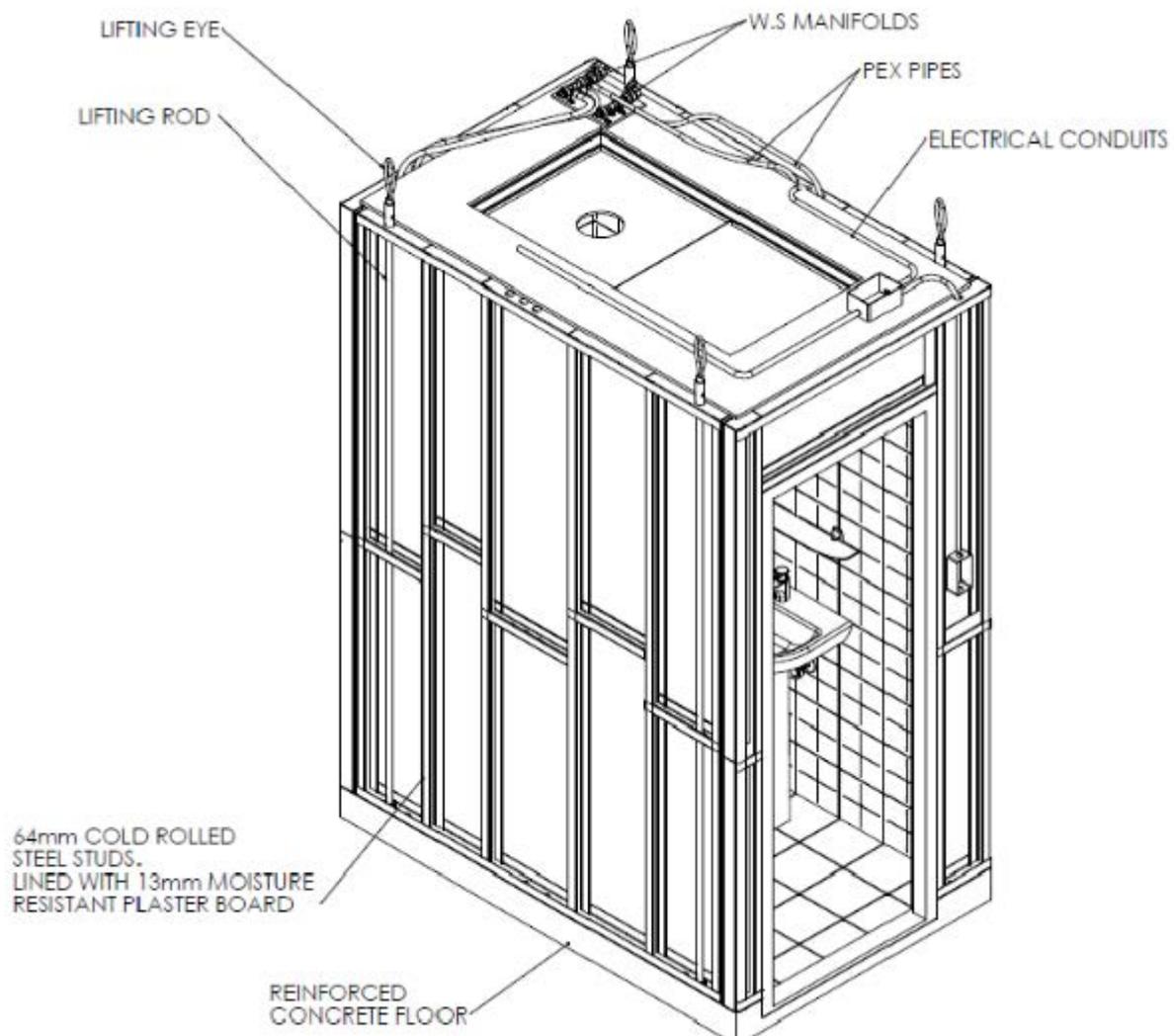


3.0 Pod Assembly, Process & Finishes

3.1 Cabin Assembly

The pod floor, wall panels and ceiling panel are brought to the assembly point. The Floor is levelled and wall panels are then located, with inserts and fixing points aligned and mechanically fixed in place. The pod Ceiling panel is then lowered into place and secured. Lifting rods are located that connect to the pod floor and terminate at ceiling level for connection of lifting eyes for site lift/installation (see pod lifting). All fixings are secured and checked as part of the quality assurance procedure for pod assembly.





3.2 Tanking System

The **UNIPODS** bathroom pod receives a comprehensive tanking system to ensure water tightness of the pod construction. The overall design of tanking system, tile adhesives and grouting systems have been developed in conjunction with BASF Construction Chemicals (PCI) to specifically meet the requirements of off-site construction with consideration given to our assembly process, transportation and installation of the pod bathrooms.

The process begins with application of primer to all floor and wall surfaces. The tanking system is then applied to the whole floor area and floor/wall junctions returning 200mm up all walls. The same tanking system is also applied full height to walls in wet areas such as shower areas. The tanking system consists of a solvent-free synthetic resin which is painted on to the floor and walls and dries to form a flexible waterproof membrane. This membrane is applied in two coats and combined with waterproof reinforced membrane tape at floor to wall junctions and vertical corners (wall to wall junctions).

3.3 Tiling, Adhesives & Grout

Tile adhesives and grout form part of the approved tiling and tanking system which has been developed in conjunction with BASF Construction Chemicals to meet **UNIPODS** exacting requirements in line with our manufacturing, delivery and installation processes. The adhesives and grouts used are selected for their specific application based on tiling substrate and selected floor & wall finishes.

The pod floors are tiled and grouted prior to cabin assembly. The pod floors are placed on trestles at waist level providing best possible conditions and ergonomics for our tile fixers enabling us to achieve best possible finish. Wall tiling and grouting is carried out on the production line following cabin assembly. All tiling within the pods is set-out to designed tile grids meaning each pod of a specific type will have identical set-out points and tile grids.

Our designers work with the client's consultants to achieve an agreed tile design for each pod type using our experience to achieve the best possible aesthetic whilst minimizing waste and avoiding unsightly cuts or detailing.

3.4 Internal Finishes

UNIPODS can work with almost any specified finish for a particular project. We will work with ceramic, porcelain, natural stone and glass products. We can source and procure specified products or can work with our clients nominated supply chain. The same applies for sanitary ware, brassware and any other fittings required within the pod. In most cases we have access to an equal or alternative product through our supply chain and will be able to propose this as value engineering option.



4.0 Mechanical & Electrical Services

In general terms, provision is made within the pod for all MEP services required within bathroom. All services are incorporated and terminate at an agreed location to simplify on-site connection to the main systems. This includes but is not limited to water supply pipework, drainage, soil & waste pipework, electrical wiring systems, ventilation and extract. In each case the system design is detailed within our shop drawings which are issued for sign-off and approval by the project design team and relative consultants prior to commencement of pod manufacture.

4.1 Water Supply Pipework

The **UNIPODS** bathroom pod will be supplied with all terminal fittings including taps, mixers, shower valves and shower heads fitted and will include all required hot & cold supply pipework. The supply is generally fed from a single pair of hot & cold manifolds. The manifolds are located at an agreed accessible location so that MEP contractor has only one hot and one cold connection to make at each pod. All required service and isolation valves can be included within the pod design dependent upon

specific design constraints. UNIPODS supply a main isolation valve at inlet connection to each manifold as standard.

UNIPODS use a flexible Pex pipework system that conforms to all WRAS, BS, & EN standards for potable water. The system is installed using a pipe-in-pipe system meaning that pipe runs cast into concrete components or within wall cavities can be easily replaced should this ever be required.



Pipework installations on every pod are rigorously tested as part of the factory production quality assurance procedures. Test results for each pod are recorded and supplied with the pod as record and confirmation of testing procedure (see “Testing & Quality Control” for more details).

It is assumed that the incoming supply system will be a nominally balanced, pressurized system set to meet the operating requirements of the specified fittings used within the pod. No allowance is made within the pod design for the provision of pressure reducing valves or flow regulators unless specifically requested.

The main contractor must ensure that the site installed plumbing installations are fully flushed out prior to making connection to the water service manifolds as any debris in the system could damage the terminal fittings within the bathroom or cause them to malfunction. Where such symptoms arise, the responsibility for failure will lie with the Main Contractor.

4.2 Drainage Systems

Soil and waste drainage pipework will be included to all appliances within the pod. Connection will be made to appliance within the pod and will include water seal/trap (where required). The drainage pipework will run to an agreed termination point for on-site connection to main system (by others). Drainage runs within the pod can be accommodated in a number of ways depending on location of appliance to be drained, required pipe dimensions and design limitations to ensure conformity with regulations.

The following methods or combination of both can be considered in each case:

- Horizontal – drainage routes will run above pod floor level within the pod, penetrating pod wall to terminate at agreed location; possibly a service riser or shaft. The pipe termination will project approx. 75mm beyond external face of pod wall to allow on-site connection. Pipes are generally concealed either by running within bulkheads or pipe boxing. For smaller diameters it is possible for the pipe to run within the depth of the pod wall cavity.
- Vertically – drainage routes will terminate directly through the pod floor. This is done by casting a socket within the pod floor. Corresponding cut-out is required in the supporting slab below so that site connection can be made by pushing pipe up into the socket provided.

Unless stated otherwise all soil & waste drainage pipework within the pod will be solvent weld PVC & uPVC material. Fire sleeves are not fitted to waste pipework except where the provision of these has been clearly stated within our specifications and indicated on our detailed design drawings.



All drainage systems fitted within the pod are factory tested as part of our factory production quality assurance procedures. Test results for each pod are recorded and supplied with the pod as record and confirmation of testing procedure (see "Testing & Quality Control" for more details).

The services hook-up to each bathroom requires to be undertaken in a manner that recognizes the fact that termination points of pod drainage are fixed and cannot be adjusted when connecting to main system pipework. We therefore recommend use of slip couplings when connecting to horizontal drainage terminations. Failure to adopt this technique will disturb or even dislocate factory tested pipework. Should this be the case then this would invalidate any warranty and may result in cause damage to finishes and fittings.

4.3 Electrical Installations

The UNIPODS bathroom pod will be supplied as fully finished room with all specified electrical components and wiring systems complete and installed in compliance with the required regulatory standards. All required wiring will be in place and termination will be made at agreed location (normally junction box on pod roof or duct wall) for simple on-site connection to the main system.

The pods can be supplied with an external back-box for light switch at the entrance door however the switch-plate is supplied and installed by others on site once required finishing has been completed to the external face of the pod wall. Additional conduits and junction boxes required to serve site-installed electrical systems can be incorporated within the pod design and manufacture upon request.

4.4 Ventilation Systems

Ventilation and extract grilles can be accommodated within the pod design and installed within the pod wall or ceiling. Final connection from grille to main system would be carried out by the main contractor.

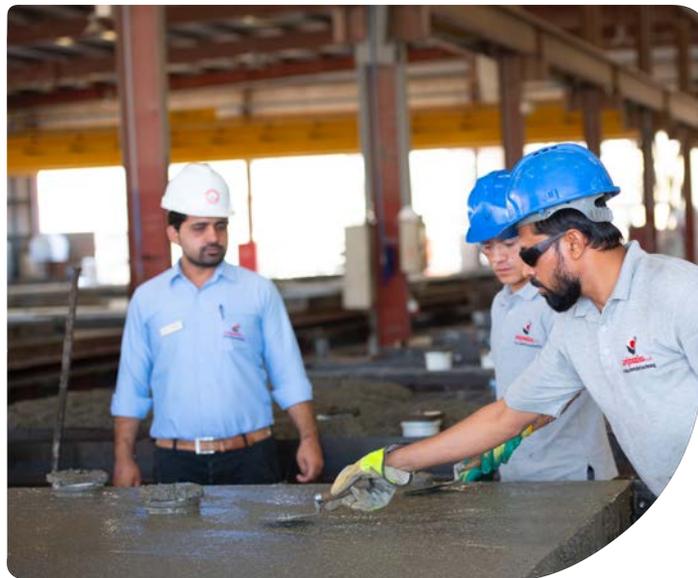
5.0 Testing & Quality Assurance

UNIPODS carry out quality checks on every single pod we produce. Each pod has a unique identification and is subjected to a series of rigorous checks in line with our quality assurance procedures. Testing is carried out on the production line by our technicians. This is then verified by our QC inspector prior to pod being approved for dispatch.

All Hot & Cold water supply pipework is tested at 8.0 bar pressure for 30 minutes. Drainage pipework is also subjected to an air test to qualify that pressure is maintained for period of 30 minutes with use of air caps and hand pressure pump with gauge.

The complete electrical installation is tested by qualified inspector with tests carried out for insulation resistance, continuity and visual operational test on appliances and fittings.

Should any deficiencies be found during the testing or checking process, rectification works are carried out and the pod is subjected to a full re-test. The checks are traceable and a full set of completed, signed-off check sheets for each individual pod are available for issue to the client.



6.0 Preparation for Dispatch

6.1 Cleaning & Protection

Once all necessary testing procedures have been satisfactorily carried out the pod receives a thorough builder's clean prior to being wrapped ready for dispatch. All construction debris, traces of plaster and grout are removed. Protection is applied internally as necessary to avoid any damage during transportation. The temporary or final door is installed and secured and protection is applied as necessary. The pod is then fully wrapped in heavy duty polythene protection and is moved to storage ready for dispatch to site.



7.0 Delivery, Installation, Pod Handling, Handover & Commissioning

7.1 Delivery

Pods are delivered on flat bed articulated lorries. The number of pods per load is dependent on the overall size and mix of pods required. The delivery programme is agreed and tailored to the exact site requirements with just-on-time deliveries and pods loaded in the sequence of intended installation.



7.2 Installation

There are a wide range of options available in terms of how the pods are physically lifted, manoeuvred and located within the building structure. The method selected for any given project will be dependent on many factors with consideration given to type of structure, number of stories, method and sequence of construction etc. In general terms there are two main types of installation; Horizontal or Vertical.

7.2.1 Horizontal Installation

For horizontal installation the pod is craned from the delivery vehicle and is normally landed on a platform at the intended installation level. From here the pod is wheeled horizontally through an opening in the side of the structure and into the building. This is by far the most common method and the one typically used in multi-storey construction projects allowing the main concrete structure to proceed in the traditional manner with pods being installed slightly later in the process once formwork for the floor above has been removed. The platform will typically be a cantilever type or can also be formed by scaffold where practicable and overall storey heights allow.

In some cases it may also be possible to use a specially designed lifting cage or cradle that is used to lift the pod to the desired level. The cage is then strapped to the building and the pod is wheeled out and into the building.



On low-rise projects and lower floors of multi-storey constructions it may also be possible for pods to be lifted to opening on intended installation floor by use of a fork-lift or telescopic handler.

7.2.2

Vertical installation

Vertical installation is based on pods being craned from delivery vehicle directly into their final location on the intended installation floor. Traditional in situ cast structures will not allow this type of installation as the pod would disrupt the formwork required for casting the slab/floor above. However this does provide a very quick and practical option in low-rise structures using pre-cast floor elements or complete pre-cast concrete structures where the pods are delivered and installed on just-in-time floor by floor basis in conjunction with erection of the pre-cast concrete element erection.



7.3 Loadings

In all cases, once installed the pods are typically installed on a minimum of 4 No levelling points where loads will be transferred to the building structure. The overall weight of a bathroom pod is fully dependent on the project specific design and selection of finishes. However in general terms we present the following typical approximate loadings:

- 900 kg/m² for a concrete pod (concrete floor and walls)
- 450 kg/m² for a lightweight steel pod (concrete floor and lightweight steel walls)

The building structure into which the pod will be installed or sit upon must be suitably designed to accept the resultant pod loading as well as live loading during pod transfer across the slab.

7.4 Lifting

The pod is supplied with 4 No lifting points. The lifting points are formed with full height zinc plated steel threaded rods. The rods are mechanically secured to inserts cast into the concrete pod floor and terminate at high level with threaded sleeve connection to receive wire rope lifting eyelets. Threaded sleeves and wire rope lifting eyelets are certified to suit pod loading and are supplied by UNIPODS complete with necessary test certification. Pods should be lifted using minimum 6m chains or slings. These are supplied by the main contractor.



Where UNIPODS carry out the installation we will include for plant and machinery required for manoeuvring pods across slab however we would expect main contractor to provide use of site tower crane or mobile crane as necessary in line with agreed installation programme.

7.5 Snagging Process & Handover

Bathroom pods are delivered to site with the pod door locked and secure. UNIPODS retain the key to the pod door and the pods should not be opened without UNIPODS being in attendance. A programme of joint inspections is agreed whereby a representative of UNIPODS along with representative from main contractor will jointly open and inspect each pod. A simple pre-prepared check sheet is used to carry out a series of simple checks for completeness and quality of finish in each and every pod. Any deficiencies, missing items or damage is noted and responsibility for ratification agreed and programme of works agreed. The keys to each pod are handed over to the main contractor following this joint inspection. At this point the condition of the pod is accepted in line with the completed joint inspection check sheet and responsibility for any further damage or missing items passes to the main contractor.

7.6 Service & Commissioning Process

UNIPODS site representatives attend site to carry out commissioning of our pods. This is only carried out once all mains connections (water & electrical supplies) have been made and are fully functional and at full working pressure. It is imperative that all site installed supply pipework is fully flushed prior to connection being made to pod manifold.

Once this stage has been achieved UNIPODS representative will attend site and will turn pods on by opening isolation valve at manifold inlet connection. A function test will be carried out to ensure systems are operating correctly.

8.0 Warranties

8.1 Warranty, Maintenance & Defects

UNIPODS provide a 10 year warranty on the pod structure. We also pass on all manufacturers' warranties for products and materials used within the construction and fit-out of the pod.

On a project by project basis we will commit to a maintenance and defects liability period (typically 12 months from practical completion).

In addition to the above **UNIPODS** LLC carry general liability insurance.

9.0 Additional Information

9.1 Facts & Figures

UNIPODS purpose-built bathroom pod manufacturing facility is located in Al Ghail within the emirate of Ras Al Khaimah, United Arab Emirates.



Capacity / Output

- On single standard shift we have capacity to manufacture over 10,000 pods per annum. This equates to approximately 200 completed bathroom pods per week.

People & Experience:

- The **UNIPODS** management team is highly experienced in the off-site construction industry with a strong track record in managing leading bathroom pod manufacturing companies in the UK and Scandinavia. Design, production, technical and management team members have been handpicked from leading European Off-site Construction Technology companies and bring with them a wealth of experience and knowledge. The team is complemented by a number of key people who have extensive and in-depth knowledge and experience of the UAE and Gulf Region Construction Market.

9.2 Other Products

In addition to the **UNIPODS** bathroom pods we have introduced two further product ranges to the UAE and Gulf Region Construction Market:

Washroom Solutions is a pre-engineered off-site manufactured solution for commercial washroom areas utilizing Pre-Plumbed Modules (PPMs) and complementing Washroom Cubicle Partition System.

Kitchen Solutions is the third element of the company's off-site technology systems. It was created in 2009 to provide kitchens for supply as kitchen-pods or for direct supply to the traditional build markets.



Contact Information

For further information on any of the above please get in touch at contact details below:

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Website: www.unipods.ae



AL RAJHI BUILDING SOLUTIONS

SECTION E

FEATURED PROJECTS

LA VIE BEACH RESIDENCE, DUBAI – UAE



- Client:** CENTRAL DUBAI PROJECTS / NORTH 25
- Main Contractor:** AL SAHEL CONTRACTING CO. LLC
- Project Description:** Residential Building
- Scope of work:** Manufacture, Supply & Installation of **699** bathroom pods.

PREMIER INN HOTEL, DUBAI – UAE



- Client:** SHAIKHA MOWZA TAHNOON MOHAMED AL NAHYAN
- Main Contractor:** AL GHURAIR CEW
- Project Description:** 3-Star Hotel
- Scope of work:** Manufacture, Supply & Installation of **219** bathroom pods.

COASTAL VILLAGE RESIDENTIAL, RABIGH – KSA



Client: THE RED SEA DEVELOPMENT CO.

Main Contractor: SAUDI AMANA CONTRACTING CO. LLC

Project Description: Coastal Village Residential Buildings

Scope of work: Manufacture, Supply & Installation of **336** bathroom pods.

TRIPLE BAY STAFF VILLAGE, TABUK – KSA



Client: AMAALA COMPANY

Project Description: Accommodation & Residential Buildings

Scope of work: Manufacture, Supply & Installation of Prototype bathroom pod.

PORT DE LA MER- PHASE 03, DUBAI – UAE



Client: MERAAS

Main Contractor: BU HALEEBA CONTRACTING LLC

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **245** bathroom pods.

MIXED USED DEVELOPMENT – GHALA HEIGHTS, MUSCAT - OMAN



Client: CIVIL SERVICE EMPLOYEES PENSION FUND

Main Contractor: AL TASNIM ENTERPRISES LLC

Project Description: Hotel & Residential Buildings

Scope of work: Manufacture, Supply & Installation of **665** bathroom pods.

PORT DE LA MER- PHASE 02, DUBAI - UAE



Client: MERAAS

Main Contractor: BEAVER GULF

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **443** bathroom pods.

IPA – INTERCITY HOTEL, MUSCAT – OMAN



Client: ASAAS

Main Contractor: SPML-OSCO JV

Project Description: Hotel

Scope of work: Manufacture, Supply & Installation of **284** bathroom pods.

PRIVATE PROPERTY, KSA



Client: PRIVATE

Main Contractor: N/A

Project Description: 5-Star and 4-Star Hotel

Scope of work: Manufacture, Supply & Installation of **384** bathroom pods.

ACT 01 & ACT 02, DUBAI – UAE



Client: EMAAR

Main Contractor: CHINA STATE ENGG. CONST. CORP.

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **1314** bathroom pods.

PORT DE LA MER- PHASE 01, DUBAI - UAE



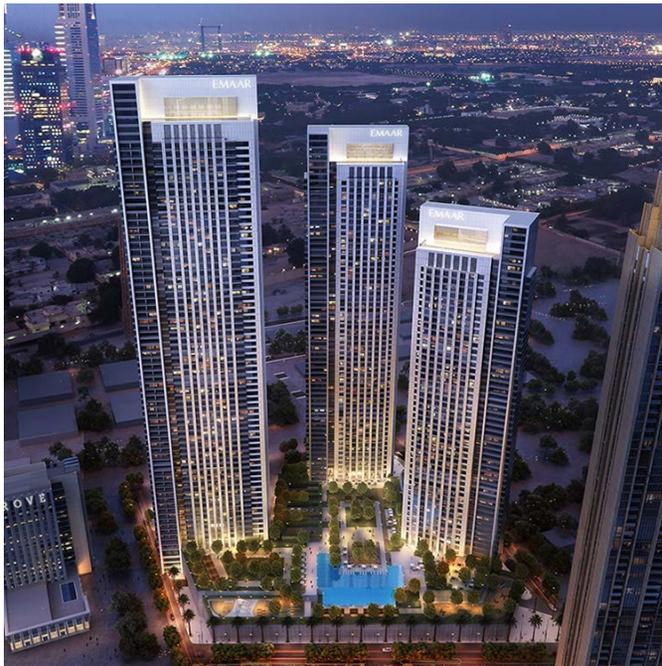
Client: MERAAS

Main Contractor: BU HALEEBA CONTRACTING L.L.C

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **681** bathroom pods.

DOWNTOWN VIEWS II, DUBAI - UAE



Client: EMAAR

Main Contractor: CHINA STATE ENGG. CONST. CORP.

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **3336** bathroom pods.

AL QUSAIS HEIGHTS, DUBAI – UAE



Client: AH-INVESTMENTS

Main Contractor: AL KAITOOB BUILDING CONTRACTING L.L.C

Project Description: Residential Buildings

Scope of work: Manufacture, Supply & Installation of **358** bathroom pods.

MAKAREM HOTEL, RIYADH – KSA



- Client:** DUR HOSPITALITY COMPANY
- Main Contractor:** ADVANCE VISION COMPANY
- Project Description:** 3-Stars Hotel
- Scope of Work:** Manufacture, Supply & Installation of **84** bathroom pods.

MAWADDAH HOTEL, MADINAH – KSA



Client: AL MADINAH AL MUNAWARAH
DEVELOPMENT AUTHORITY

Main Contractor: NESMA TRADING CO. LTD.

Project Description: 3-Stars Hotel

Scope of Work: Manufacture, Supply & Installation of
240 bathroom pods.

SAB ACCOMMODATION, KAEC / EMMAR, JEDDAH – KSA



Client: EMMAR / KAEC

Main Contractor: CREET INTERNATIONAL
CONTRACTING CO. LTD.

Project Description: Accommodation Buildings

Scope of Work: Manufacture, Supply & Installation
of **237** bathroom pods.

JEBEL ALI PARK HOTEL, DUBAI – UAE



Client: DUTCO

Main Contractor: DUTCO CONSTRUCTION CO.
LLC

Project Description: Jebel Ali Park Hotel

Scope of Work: Manufacture and Supply of **329**
bathroom pods.

MOON FLOWER CITY, ABU DHABI – UAE



Client: MOON FLOWER REAL ESTATE
DEVELOPMENT COMPANY

Main Contractor: AL AMRY TRANSPORT & GENERAL
CONTRACTING LLC

Project Description: Accommodation

Scope of Work: Manufacture, Supply & Installation of
4176 bathroom pods.

MASDAR NEIGHBOURHOOD HOUSING, ABU DHABI – UAE



Client: MUBADALA DEVELOPMENT COMPANY

Main Contractor: SIX CONSTRUCTION COMPANY LTD.

Project Description: Residential Development

Scope of Work: Manufacture, Supply & Installation of **1385** bathroom pods.

TOWN SQUARE DEVELOPMENT – PLOT 35, DUBAI – UAE



Client: NSHAMA DEVELOPMENT LLC

Main Contractor: ACC-KIER JOINT VENTURE

Project Description: Residential Development

Scope of Work: Manufacture, Supply & Installation of **1804** bathroom pods.

SPECIALISED REHABILITATION HOSPITAL, ABU DHABI – UAE



Client: ABU DHABI CAPITAL GROUP

Main Contractor: WATES CONSTRUCTION INTERNATIONAL

Project Description: Hospital

Scope of Work: Manufacture, Supply & Installation of **169** bathroom pods.

AL KHUWAIR HOSPITALITY – HILTON GARDEN INN, MUSCAT – OMAN



Client: MUSCAT NATIONAL DEVELOPMENT AND INVESTMENT COMPANY

Main Contractor: KAYAN AL OMANIA CONTRACTING COMPANY SAOC

Project Description: 5 Star Hotel

Scope of Work: Manufacture, Supply & Installation of **233** bathroom pods.

SWISS INTERNATIONAL SCIENTIFIC SCHOOL – BOARDING HOUSES, DUBAI – UAE



Client: SWISS INTERNATIONAL

Main Contractor: AL-AHMADIAH CONTRACTING & TRADING

Project Description: Students Accommodation

Scope of Work: Manufacture, Supply & Installation of **177** bathroom pods.

BLUEWATERS RESIDENTIAL PROJECT, DUBAI - UAE



Client:	MERAAS HOLDINGS
Main Contractor:	KIER CONTRACTING & AL SHAFAR G.C.
Project Description:	Bluewaters Residential
Scope of Work:	Manufacture, Supply & Installation of 1720 bathroom pods.

PARK INN HOTEL, JUBAIL - KSA



Photo doesn't reflect the actual project

Client:	AL HOKAIR GROUP
Main Contractor:	ARCON CONTRACTING
Project Description:	4 Star Hotel
Scope of Work:	Manufacture, Supply & Installation of 161 bathroom pods.

MASDAR – NEIGHBOURHOOD ONE RESIDENCES, ABU DHABI - UAE



Client:	MUBADALA DEVELOPMENT COMPANY
Main Contractor:	MULTIPLEX GLOBAL
Project Description:	Masdar Residential N1R
Scope of Work:	Manufacture, Supply & Installation of 1425 bathroom pods and 500 kitchens.

AL HABTOOR POLO CLUB, DUBAI - UAE



Client:	AL HABTOOR GROUP
Main Contractor:	PARKWAY INTERNATIONAL LLC
Project Description:	Residential and Villas
Scope of Work:	Manufacture, Supply & Installation of 885 bathroom pods.

MAAD PROPERTY DEVELOPMENT, MAKKAH - KSA



Client: MAAD INTERNATIONAL COMPANY

Project Description: Multi Storey Tower Complex

Scope of Work: Manufacture, Supply & Installation of **4586** bathroom pods.

QTEB HOTEL PROJECT, MAKKAH - KSA



Client:	ABDUL JALAL PROJECT MANAGEMENT COMPANY
Project Description:	4-star Hotel
Scope of Work:	Manufacture, Supply & Installation of 276 bathroom pods.

AL WASEEL HILLS, RIYADH - KSA



Client: SABIC

Main Contractor: JOANNOU & PARASKEVAIDES (J&P)

Project Description: Residential Villas

Scope of Work: Manufacture, Supply & Installation of **2006** bathroom pods.

BAUYON HOTEL PROJECT, MAKKAH - KSA



Client: MARWAN ALMALKI CONSULTANTS ENG.

Project Description: 4-star Hotel

Scope of Work: Manufacture, Supply & Installation of **425** bathroom pods.

EL HETHLOUL PROJECT, MAKKAH - KSA



Client: MOHAMED H. ALYAHYA CONSULTING ENGINEERING

Project Description: 3-star Hotel

Scope of Work: Manufacture, Supply & Installation of **330** bathroom pods.

AL HABTOOR TOWN HOUSES, DUBAI - UAE



- Client:** AL HABTOOR GROUP
- Main Contractor:** SUN ENGINEERING
- Project Description:** Villas
- Scope of Work:** Manufacture, Supply & Installation of **351** bathroom pods.

PREMIER INN HOTEL, CHENNAI - INDIA



Client: PREMIER INN

Project Description: 3-star Hotel

Scope of Work: Manufacture, Supply & Installation of **106** bathroom pods.

EL HEJON HOTEL, MAKKAH - KSA



Client: AL MURSIM

Main Contractor: BIN DUBAIS COMPANY

Project Description: 5-star Hotel

Scope of Work: Manufacture, Supply & Installation of **1383** bathroom pods.

AL HABTOOR STAFF ACCOMMODATION, DUBAI - UAE



Client:

HLG

Main Contractor:

SUN ENGINEERING

Project Description:

**Senior Staff
Accommodation**

Scope of Work:

**Manufacture, Supply &
Installation of **1175**
bathroom pods.**

AL SEDQI HOTEL, MAKKAH - KSA



Client: MOHAMED H. ALYAHYA CONSULTING ENGINEERING

Project Description: 3-star Hotel

Scope of Work: Manufacture, Supply & Installation of **212** bathroom pods.

HOLIDAY INN HOTEL, MAKKAH - KSA



Client: INTERCONTINENTAL HOTELS GROUP (IHG)

Main Contractor: MAKKAH REAL ESTATE COMPANY

Project Description: World's largest Holiday Inn consisting of 2 towers 4 & 5 star

Scope of Work: Manufacture, Supply & Installation of **1240** bathroom pods.

ARAC HOTEL, MAKKAH - KSA



Client: ARAB RESORTS AREAS COMPANY

Main Contractor: INTERNATIONAL BUILDING SOLUTIONS

Project Description: 4-star Hotel

Scope of Work: Manufacture, Supply & Installation of **436** bathroom pods.

DAMMAM UNIVERSITY, DAMMAM – KSA (2 Phases)



Client: KING FAISAL UNIVERSITY

Main Contractor: AZMEEL CONTRACTING COMPANY

Project Description: Student Accommodation

Scope of Work: Manufacture, Supply & Installation of **550** bathroom pods.

VIP ACCOMMODATION, MAKKAH - KSA



Photo doesn't reflect the actual project

Client:	MINISTRY OF HEALTH
Main Contractor:	AL FOUZAN TRADING & CONSTRUCTION
Project Description:	VIP Accommodation
Scope of Work:	Manufacture, Supply & Installation of 504 bathroom pods.

JIZAN HOUSING PROJECT, JEDDAH - KSA



Client: AL ARAB CONTRACTING

Main Contractor: AL RAJHI CONSTRUCTION

Project Description: Residential Villas

Scope of Work: Manufacture, Supply & Installation of **1000** bathroom pods.

PRINCESS NOURA UNIVERSITY, RIYADH - KSA



Client: MIMAR INTERNATIONAL

Main Contractor: MIMAR INTERNATIONAL

Project Description: Student Accommodation

Scope of Work: Manufacture, Supply & Installation of **1365** kitchens.

ZAYED UNIVERSITY, ABU DHABI - UAE



Client: MUBADALA DEVELOPMENT COMPANY

Main Contractor: HLG JOINT VENTURE WITH MURRAY & ROBERTS

Project Description: Student Accommodation wing at Zayed University campus at Al Reem Island in Abu Dhabi

Scope of Work: Manufacture, Supply & Installation of **123** bathroom pods.

HILTON CAPITAL GRAND, ABU DHABI - UAE



Client: AL FARIDA INVESTMENTS COMPANY

Main Contractor: AL HUSSAM GEN. CONTRACTING

Project Description: 5-star Hotel with 281 rooms

Scope of Work: Manufacture, Supply & Installation of **129** bathroom pods.

SORBONNE UNIVERSITY, ABU DHABI - UAE



Client: MUBADALA DEVELOPMENT COMPANY

Main Contractor: HLG JOINT VENTURE WITH MURRAY & ROBERTS

Project Description: Student Accommodation

Scope of Work: Manufacture, Supply & Installation of **500** bathroom pods.

D1 TOWER, DUBAI - UAE



Client: EMIRATES SUNLAND

Main Contractor: KELE CONTRACTING

Project Description: Residential and Office tower

Scope of Work: Manufacture, Supply & Installation of **541** kitchens, **541** wardrobes & **541** bathroom vanities.

EMIRATI VILLAS, YAS ISLAND, ABU DHABI - UAE



Client: ALDAR PROPERTIES PJSC

Main Contractor: MAMMUT TECHNOCRETE LLC

Project Description: Emirati Villas

Scope of Work: Manufacture, Supply & Installation of **286** bathroom pods.

PREMIER TRAVEL INN, DUBAI - UAE



Client: PTI

Main Contractor: AMBB

Project Description: 3-stars Hotel

Scope of Work: Manufacture, Supply & Installation of **279** bathroom pods.

SILVER TOWER, DUBAI - UAE



Client: TAMEER

Main Contractor: AL RAJHI PROJECTS & CONSTRUCTION LLC

Project Description: Exclusive Office Tower

Scope of Work: Manufacture, Supply & Installation of **255** bathroom pods and **255** kitchens.

PREMIER INN HOTEL, PUNE - INDIA



Client: PREMIER INN

Main Contractor: PREMIER INN

Project Description: 3-stars Hotel

Scope of Work: Manufacture, Supply & Installation of **106** bathroom pods.

PREMIER INN HOTEL, GOA - INDIA



Client: PREMIER INN

Main Contractor: PREMIER INN

Project Description: 3-stars Hotel

Scope of Work: Manufacture, Supply & Installation of **108** bathroom pods.

BARAKAH NUCLEAR POWER PLANT, ABU DHABI - UAE



- Client:** RAK PRECAST
- Main Contractor:** HYUNDAI
- Project Description:** Senior Staff
Accommodation
- Scope of Work:** Manufacture and Supply of
700 bathroom pods.

PORTO ARABIA - THE PEARL, DOHA - QATAR



Client: THE LAND QATAR

Main Contractor: THE LAND QATAR

Project Description: Residential Towers

Scope of Work: Manufacture, Supply & Installation of **1044** kitchens and **1044** wardrobes.

PERLITA GARDENS - THE PEARL, DOHA - QATAR



Client: THE LAND QATAR

Main Contractor: AL ARAB TRADING & CONTRACTING COMPANY

Project Description: Villas, Town Houses and Apartments

Scope of Work: Manufacture, Supply & Installation of **1201** bathroom pods, **326** kitchens and **635** wardrobes.



SECTION F REGISTRATION & LICENSE

رخصة صناعية INDUSTRIAL LICENCE
حكومة رأس الخيمة GOVERNMENT OF RAS AL KHAIMAH



LICENCE NO	RAKIA1102312070859	رقم الرخصة
TYPE	Non-Freezone	التصنيف شركة محلية
LEGAL TYPE	Limited Liability Company - LLC	الشكل القانوني شركة ذات مسؤولية محدودة
LICENSEE	Unipods LLC	صاحب الرخصة يونيبودس ذ.م.م
OPERATING NAME	Unipods LLC	الإسم التجاري يونيبودس ذ.م.م
ADDRESS	PLL68 Zone L Al Ghaif Industrial Zone-NFZ RAK, United Arab Emirates	العنوان PLL68 Zone L منطقة الغول الصناعية رأس الخيمة، الإمارات العربية المتحدة
ACTIVITY	Pre-Fabricated Buildings Manufacturing, House (Metal) Furniture Manufacturing, Kitchen Cabinets and Fixtures Manufacturing	النشاط صناعة الأبنية الخشبية الجاهزة وأجزائها المنزلي، صناعة أثاث وتركيبات المطابخ
MANAGER	Philippe Doumit Akl	المدير فيليب ضومط عقل
ISSUE DATE	24-12-2007	تاريخ الإصدار
EXPIRY DATE	23-12-2020	تاريخ الإنتهاء
REMARKS	Amended the partners list The Licensee must obtain the required approvals from the UAE Competent Government Authorities, as applicable.	ملاحظات تعديل قائمة الشركاء على المرخص له الحصول على كافة الموافقات اللازمة من الجهات الحكومية المختصة في دولة الإمارات العربية المتحدة حسب الإقتضاء.



REGISTRAR OF COMPANIES مسجل الشركات

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صدرت عن هيئة مناطق رأس الخيمة الاقتصادية، وخاضعة لتجميع القوانين والأنظمة والشواهد الخاصة بالهوية.
Issued by Ras Al Khaimah Economic Zone Authority and subject to all Laws, Regulations & Rules that belong to the authority.



SECTION G
AWARDS & ISO CERTIFICATES



**BUSINESS
EXCELLENCE
AWARDS 2019**

RAS AL KHAIMAH ECONOMIC ZONE

Winner

UNIPODS LLC

**Best Industrial Company, Medium/Large
(200+ Employees)**

Given on Thursday, 23 January 2020

Ahmed bin Saqr Al Qasimi
Chairman, RAKEZ





RAKEZ BUSINESS EXCELLENCE AWARDS 2019



UNIPODS LLC
WINNER
BEST INDUSTRIAL COMPANY,
MEDIUM / LARGE (200+ EMPLOYEES)

Unipods wins the 2015 Excellence in Construction Technology Award

Dubai-UAE, 24 November 2015

Unipods shines at the 2015 edition of the Big Project Middle East Construction and Sustainability Awards of Excellence and wins the **Excellence in Construction Technology Award**.



More than 350 guests from across the regional construction industry attended the gala event, held in the Godolphin Ballroom at the Jumeirah Emirates Towers Hotel in Dubai, and celebrated the achievements of contractors and subcontractors throughout the GCC.

Mr. Philippe Akl, the president of Unipods, accepted the award on behalf of the company. In his acceptance speech he stated that this award is the direct result of a clear vision that underpin every move the company undertakes...



" At Unipods, we aspire to revolutionize the way construction is done by challenging the conventional and taking the construction process offsite. We win by adding value in term of quality, speed, and convenience to the residential and hospitality sectors in the GCC region and beyond..."

The awards featured 15 categories covering various areas of construction and sustainability. The full list of winners:

Excellence in Construction Technology: **Unipods**
Health and Safety Leader of the Year: **ALEC**
Excellence in BIM Implementation: **Brookfield Multiplex**
Sustainable Company of the Year: **Bee'ah**
Sustainable Project of the Year: **Al Qusais Landfill by Green Energy Solutions and Sustainability**
Sustainable Initiative of the Year: **Brookfield Multiplex**
Developer of the Year: **Wasl Asset Management Group**
Specialist Contractor : **Eversendai Engineering**
Contractor's Consultant : **WSP | Parsons Brinckerhoff**
Young Construction Professional : **Elizabeth Peters**
Big Project Middle East Woman of the Year: **Donna Sultan – CEO of KEO International Consultants**
Construction CEO of the Year: **Kez Taylor – CEO of ALEC**
Infrastructure Contractor of the Year: **Samsung C&T Engineering and Construction Group**
General Contractor of the Year: **Brookfield Multiplex**
Project of the Year: **Central Bank of Kuwait Headquarters by China State Construction and Engineering Corporation Middle East**



Big Project Middle East's Construction and Sustainability Awards of Excellence is an annual event that aims to recognize and appreciate the efforts of the construction industry throughout the GCC as it strives to maintain the high standards and quality that it is renowned for across the world. The Awards is judged by an independent jury of experts from across the region, hand-picked by the editorial team behind Big Project ME, thereby ensuring that they remain uncompromised and unbiased.

Excellence in Construction Technology

Nominees:

- Brookfield Multiplex
- Royal City Contracting
- Unipods

Winner: Unipods

Ras Al Khaimah-based Unipods was presented with this year's Excellence in Construction Technology award in recognition for the work it has carried out over the last year. As one of the GCC's leading companies in off-site construction technology, the specialist in bathroom pods and kitchen manufacturing was chosen as the winner due to the value propositions it offers its customers.

Centred on three main points of quality, speed and convenience, Unipods offers full turn-key

solutions that are manufactured off-site according to client specifications and then delivered to site, ready for installation.

"It's always good to win. It took lots of perseverance and time to get this technology into the market, and now it's paying off on all levels – business, revenues, profits and awards," said Philippe Akl, president of Unipods. "The year has been a good one for us, and 2016 is looking great as well, so we're happy with how things are going."

"We're going to keep on pushing forwards to achieve our vision. We want to change the way construction is done in this region by taking the process from site to off-site. This is what we're trying to do, and hopefully it will happen."



Leading the change
Unipods aims to change the way construction is done in the region, by taking the process from site to off-site.

شركة
سكندر وقدر



هيئة حماية البيئة والتنمية
Environment Protection and Development Authority

مكتبة، رأس الخيمة
Government of Ras Al Khaimah

تتقدم هيئة حماية البيئة والتنمية بالشكر والتقدير لشركة

يونيبوروس ف.م.م

وذلك لالتزامها بتنفيذ القوانين والنظم البيئية والدوائج التنفيذية في شأن الإدارة البيئية السليمة
والاستخدام الأمثل للموارد الطبيعية.



السيف محمد النعيمي

و. سيف محمد النعيمي

المدير التنفيذي

حررت بتاريخ 2013/12/30

Certificate

Standard **ISO 9001:2015**

Certificate Registr. No. **01 100 1722550**

Certificate Holder: **Unipods LLC**
P. O. Box 34132,
Al Ghall Industrial Area,
Ras Al Khaimah, UAE.

Scope: **Design, Manufacturing and Installation of
Bathroom and Kitchen Pods.**

Proof has been furnished by means of an audit that the requirements of ISO 9001:2015 are met.

The due date for all future audits is 01 - 02 (dd.mm).

Validity: The certificate is valid from **2017-05-10 until 2020-05-09.**



2017-05-10

TÜV Rheinland Cert GmbH
Am Grauen Stein · 51105 Köln

The validity of this certificate is subject to timely completion of surveillance audits as agreed in the Contract.
The Validity of the Certificate can be verified under www.tuv.com with the Identification No. 010000620

GR: 072891KA1900PTC00051

Certificate

Standard: **ISO 14001:2015**

Certificate Registr. No. **01 104 1722550**

Certificate Holder: **Unipods LLC**
P. O. Box 34132,
Al Ghail Industrial Area,
Ras Al Khaimah, UAE.

Scope: **Design, Manufacturing and Installation of**
Bathroom and Kitchen Pods.

Proof has been furnished by means of an audit that the requirements of ISO 14001:2015 are met.

The due date for all future audits is 01 - 02 (dd.mm).

Validity: The certificate is valid from **2017-05-02 until 2020-05-01**



2017-05-02

TÜV Rheinland Cert GmbH
Am Grauen Stein · 51105 Köln

The validity of this certificate is subject to timely completion of Surveillance audits as agreed in the Contract.
The Validity of the Certificate can be verified under www.tuv.com, with the Identification No. 0108090620

CE: 072201CA18687C62863

Certificate

Standard **BS OHSAS 18001:2007**

Certificate Registr. No. **01 113 1722550**

Certificate Holder: **Unipods LLC**
P. O. Box 34132,
Al Ghail Industrial Area,
Ras Al Khaimah, UAE.

Scope: **Design, Manufacturing and Installation of**
Bathroom and Kitchen Pods.

Proof has been furnished by means of an audit that the requirements of BS OHSAS 18001:2007 are met.

The due date for all future audits is 01 - 02 (dd.mm).

Validity: The certificate is valid from **2017-05-02 until 2020-05-01.**



2017-05-02

TÜV Rheinland Cert GmbH
Am Grauen Stein 51105 Köln

The validity of this certificate is subject to timely completion of surveillance audits as agreed in the Contract.
The validity of the Certificate can be verified online www.tuv.com with the identification No. 0108039620

CH 073801KAT0001020003