

Pre-qualification documents for PROJECT CLOSE-OUT SERVICES



Karma Consultants FZE

Downtown

Dubai

PO Box 344155

Dubai, UAE

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F: +971 (0) 4 455 8556

Email: Info@karmaconsultants.net

Web: www.karmaconsultants.net

Shabir Yakub

Managing Director

Email: shabir@karmaconsultants.net

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1. Introduction:

Karma is a “3rd Party Independent Commissioning Management Company”. We are a client-focused company, formed of experienced professionals and technicians, providing an enhanced standard of Commissioning Management, Commissioning Validation and Consultancy Services for challenging and complex construction projects.

Karma aim to provide a fresh, innovative and focused approach towards Commissioning Management Services, with a premier level of management expertise within the commissioning sector. Our business is structured upon the principle of ‘Total Quality’ and all our systems and procedures are designed with this as a primary objective.

Karma will:

- Establish, focus on and deliver our Client’s project and business objectives.
- Offer our Clients a totally flexible service tailored to meet their precise needs.
- Continue to develop new and inspirational management techniques to enhance the quality of service.

Karma delivers a superior service because:

- All of our management team are Chartered Engineers and have been personally responsible for the successful management of hundreds of Commissioning Management projects. This proven track record, when combined with our highly skilled and experienced project managers, ensures an enhanced level of excellence in Commissioning Management.

- In order to assist with project delivery and demonstrate our absolute commitment to ensuring our Client's needs and objectives are fully met, a Director will be personally responsible to every Client for every project from inception to completion.

As professional engineers, having spent in excess of 60 years in the building services industry and more specifically the Commissioning and Commissioning Management sector, Karma has been founded on a platform of irrefutable depths in terms of experience within this specialised market.

Knowledge comes with experience and with the vast array and diversified spectrum of projects that have been undertaken by the management team throughout the course of their careers to date, the collective pool of expertise is commendable.

Services Provided:

- 3rd Party Testing and Commissioning Management
- Testing Adjusting Balancing (TAB)
- Production of Operation and Maintenance (O&M) Manuals
- Training and Training Manuals
- Asset Register
- Complete Project Management for Closeout
- Complete Management of Defects Liability Period (DLP) and Handover to FM
- Condition and Verification Surveys
- LEED and ESTIDAMA

2. Location and Areas Served by the Business:

Karma Consultants currently operate business delivery for UAE Clients within all major conurbations of the UAE, Bahrain, Qatar, KSA and Kuwait.

For projects outside these areas please contact us for discussion and clarification.

3. Company Address and Contact Details:

Dubai Office:

Level 14
Boulevard Plaza Tower 1
EMAAR Boulevard
Downtown
Dubai
PO Box Number 344155

Tel: 04 455 8757

Tel Mob: 0504513126

Fax: 04 455 8556

Email Info@karmaconsultants.net

Web: www.karmaconsultants.net

Saudi Arabia Office:

Al-Hada Center, 1st & 7th Floor
Wali Al-Ahd Street
P.O.Box 6061, Jeddah 21442
Kingdom of Saudi Arabia

TEL: (+966-2) 652-4175

FAX: (+966-2) 651-8770

Email Info@karmaconsultants.net

Web: www.karmaconsultants.net

4. Trade Licence:

Karma Consultants Free Zone Trade Licence is below.

7/10/2019

Licence - 10-07-2019-00080007.jpg

حكومة الفجيرة
Government of Fujairah

TRADE LICENSE

رخصة تجارية

License No.: 2613/2012	Code G CZ	رقم الرخصة: 2613/2012
Operating Name : Karma Consultants FZE		الاسم التجاري: كارما كंसلتنٹس
Owner : Shabir Yakub		المالك: شبير يعقوب
Place of Inc. : Creative City - Media Free Zone		مقار الشركة: المطلة الإعلامية الحرة - مدينة الإبداع
Legal Status : Free Zone - Establishment		الشكل القانوني: منطقة حرة - مؤسسة فردية
Activity : Education Training, Project Management Consultancy		النشاط: تدريب تعليمي، استشارات إدارة مشاريع
Address : Fujairah - Creative Tower P.O.Box 4422 Fujairah		العنوان: برج الإبداع - الفجيرة ص.ب. 4422 الفجيرة
Person in Charge : Shabir Yakub	Position : Executive Director	المهنة: مدير تنفيذي
Establishment Date: 22/07/2012		تاريخ التأسيس: 22/07/2012
Date of Issue: 09/07/2019	Expiry Date: 21/07/2020	تاريخ الانتهاء: 21/07/2020

رشد بن حماد بن محمد

Rashid Bin Hamad Bin Mohammad Al Sharq
Chairman

[illegible]

5. Services Provided:

The core deliverable services provided by Karma Consultants area as follows. Clients can select individual or combinations as required for each particular set of Project requirements.

- Third Party Testing & Commissioning (verification and Management); liaison with Client Design Team for agreement of technical tests and requirements.
- Testing Adjusting Balancing (TAB) of Air and Water Services.
- Production of all MEP and building Operating & Training Manuals, with in house Technical Authoring by experienced Chartered Engineers.
- Close out management of contract deliverables; including spares, warranties, record drawings etc.
- Close out Management of technical issues including Final Commissioning and Handover Programme, including Client or Civil Defense witness testing, demonstrations, training and acceptance tasks.
- Civil Defense (CD) approvals, reports & co-ordination of formal documentation for CD.
- Specialist Close Out reports and provision including TAB services, Acoustic, EMC, CCTV, Snag lists and asset registers.
- Complete management of Defects liability period (DLP) and hand over to Facilities Maintenance (FM). Outstanding items (snagging) management.
- Condition and Verification Surveys.
- Sustainability Services- LEED and ESTIDAMA

LEED® Consulting

LEED (Leadership in Energy and Environmental Design) is a Green Building Rating System developed by the U.S Green Building Council (USGBC) and introduced to the market in a large number of countries. It is also one of the green building certification program that recognizes best-in-class building strategies and practices.

During the whole design and construction process they consult the design team and client to establish project-specific environmental performance goals and design strategies and provide valuable guidance on addressing the requirements of individual LEED credits.

To receive LEED certification, building projects satisfy prerequisites and earn credit points to achieve different levels of certification. Prerequisites and credits differ for each rating system, and teams choose the best fit for their project.

Our LEED Accredited Professionals (APs), certified by the Green Building Certification Institute (GBCI), are qualified to assist design teams in improving building environmental performance and on undertaking the process of a LEED Certification

LEED provides a suite of standards for designing, constructing, and maintaining buildings in an environmentally sustainable way. LEED promotes an integrated sustainable building approach by recognizing performance in key areas:

- Sustainable Sites (SS)
- Water Efficiency (WE)
- Energy and Atmosphere (EA)
- Materials and Resources (MR)
- Indoor environmental quality (IEQ)
- Innovation in Design (ID)
- Regional Priority (RP)
- Awareness & Education

ESTIDAMA Consulting

The aim of the Pearl Rating System (PRS) is to promote the development of sustainable communities, buildings, villas and improve quality of life.

The foundation for Estidama was created in 2007 in the form of Plan Abu Dhabi 2030 which aimed to define how a contemporary, sustainable Arab Capital should look and how it could live.

Achievement of a sustainable building requires the integration of the four pillars of Estidama together with a collaborative and inter-disciplinary approach to building development known as the Integrated Development Process. Estidama means 'SUSTAINABILITY' in Arabic and is the sustainability initiative of the emirate of Abu Dhabi.

Pearl Rating System (PRS) encompasses below rating Systems,

- Pearl Community Rating System
- Pearl Building Rating System
- Pearl Villa Rating System

Our Pearl Qualified Professional (PQP) recognised by the Urban Planning Council (UPC), are qualified to assist Design and Construction teams in implementing Pearl Rating System (PRS) and schedule the Estidama Audits during Construction as required by UPC.



6. Key Staff & Organisation Chart:

Karma Consultants adopt a very flat organisation chart with professionally qualified Chartered Engineers responsible for their own projects and reporting to the Principal Partner (Shabir Yakub).

Shabir Yakub

BSc (Hons) Building Services Engineering
CEng MIMechE,

Alan Millin

FIHEEM
MSc. MBA CEng CEnv
LEED

Ray Chevreau

PHD Engineering sciences
BSc(Hons) Mechanical Engineering
BSc(Hons) Electrical Engineering

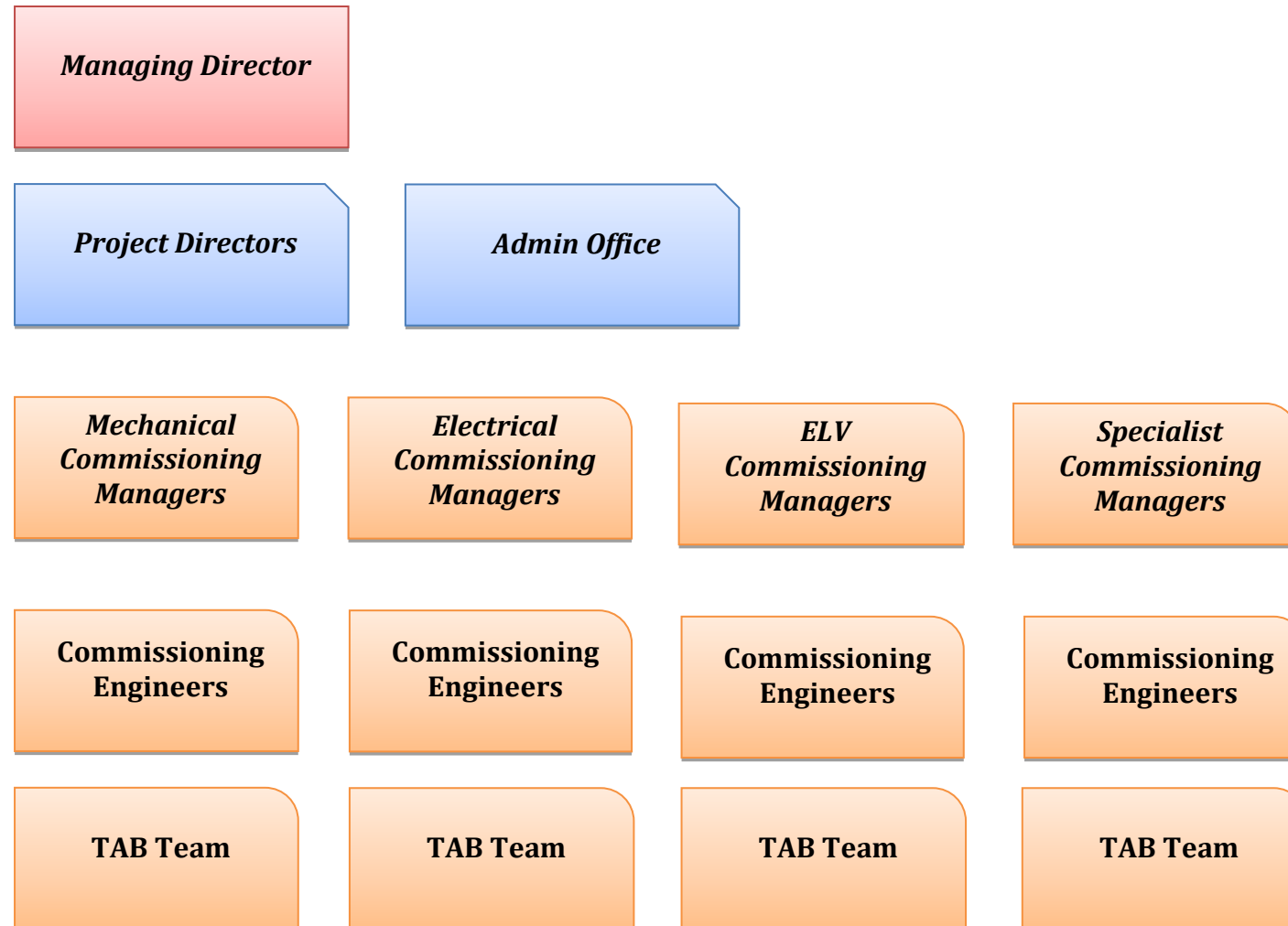
Anthony Gerard Maguire

BEng (Hons) Mechanical/Environmental Engineering.
CEng CIBSE (UK)

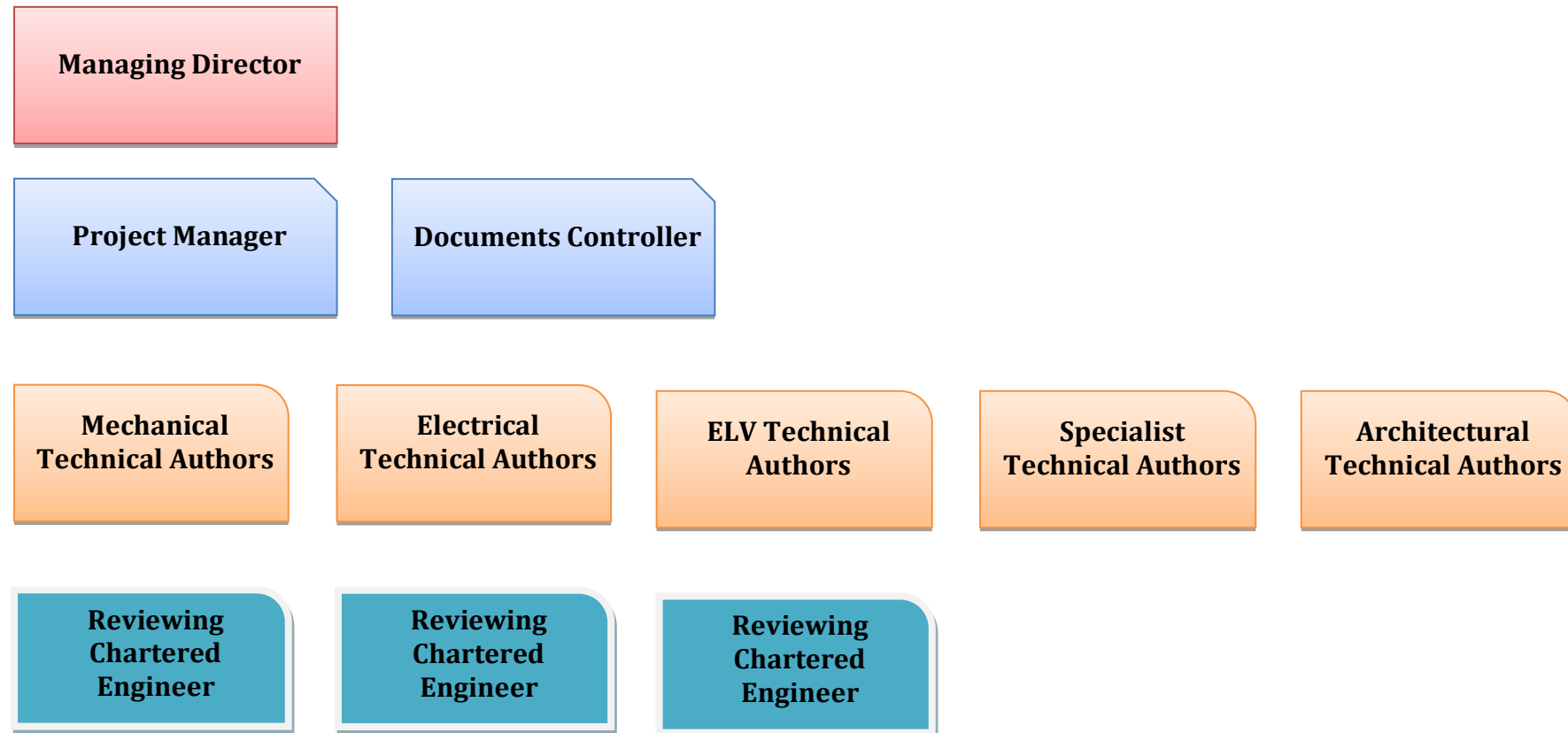
John Stead

BSc (Hons) Building Services Engineering
MSc CEng MCIBSE

Organisation Chart (Commissioning):



Organisation Chart (O&M Manuals):



7. Project Profiles:

Karma Consultants/personnel have provided professional and technical services on the following projects:



Al Ain Hospital Abu Dhabi, UAE

Client: Abu Dhabi Health Services Company (SEHA)

Project Managers: Allen & Shariff

Consultant: I.C.M.E / FAUST CONSULT / OBERMEYER Middle East GmbH (IFO)

Main Contractor: Arabtec



Tiara United Towers Business Bay Dubai, UAE

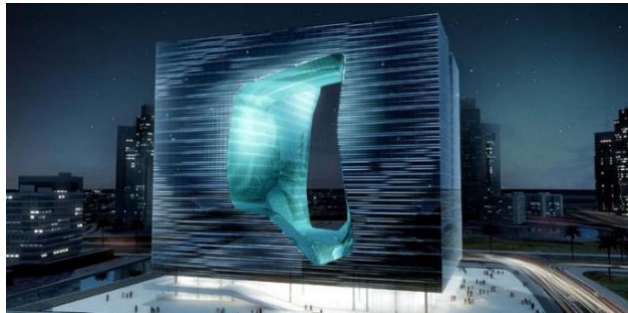
Owner: Meraas

Project Managers: North 25

MEP Consultant: Black & White Engineering (B&W)

Main Contractor: Arabtec

Karma have been appointed as Commissioning Managers and our site team's task was to manage all the MEP services commissioning activities on the project working for the MEP Contractor and main contractor.



The Opus Tower Business Bay Dubai, UAE

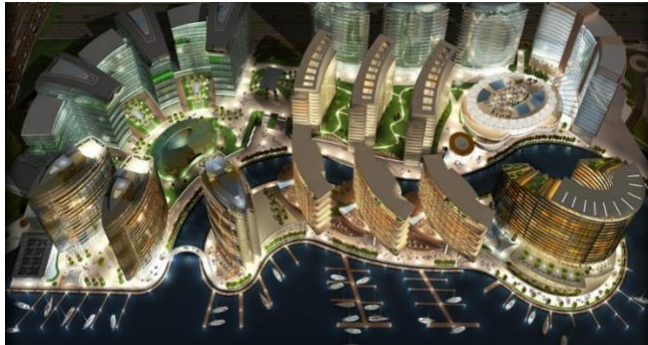
Owner: Omniyat

Operator: Omniyat

MEP Consultant: Clark Samahdin Associates

Main Contractor: Multiplex

Karma were appointed as Commissioning Managers and our site team's task was to manage all the MEP services commissioning activities on the project working for the MEP Contractor and main contractor.



Jewel of the Creek (Package 8), Dubai, UAE

Owner: Dubai International Real Estate (DIRE)

MEP Consultant: Kling Consult Joint Venture with Kieferle

Main Contractor: BIC Contracting



Mixed Used Building at Mankhool Dubai, UAE

Owner: AW Rostamani

MEP Consultant: Arif & Bintoak

Main Contractor: Al Naboodah



Mall of the Emirates Remerchandising Dubai, UAE

Owner: Majid Al Futtaim

MEP Consultant: WSP

Main Contractor: Khansaheb

The Mall of the Emirates remerchandising project involves the refurbishment of a number of areas including the Management Suite, Prayer Room, Galleria and Car Park.

Karma personnel were appointed as Commissioning Managers and our site team's task was to manage all the MEP services commissioning activities on the project working for the MEP Contractor and main contractor. Additionally, Karma provided Testing, Adjusting and Balancing Services when required.



Dubai Tram Dubai, UAE

Owner: RTA

Operator: SERCO

Engineer: SYSTRA

Main Contractor: Alstom/Besix

The Dubai Tram (previously the Al Sufouh Tram) system was designed to be an integral part of the Dubai transport network, linking the Dubai Metro and the Palm Monorail and running along Al Sufouh Road and Jumeirah Beach Road from Mall of the Emirates at one end to the Dubai Marina. In 2013 Sheikh Mohammed officially unveiled the designs for the interiors of the trains and of the stations and plans were made to up, the system is programmed to be fully operational by November 2014.

Karma were appointed as Commissioning Managers and our site team's task was to manage all the MEP services commissioning activities on the project working for the main contractor, managing 3 separate MEP Contractors



Hazza Bin Zayed Stadium Al Ain

Owner: Al Ain Football Club

Operator: Al Ain Football Club

Main Contractor: BAM International

MEP Contractor: ETA

Capacity: 25,000 seats

The 25,000 seat Hazza bin Zayed stadium covers 45,000 square metres, with a height of 50 metres and hosts 3,000 premium seats, one of the highest ratios of premium seating in the world for football stadia. There is seating allocated for spectators with special needs and separate gates and areas dedicated to ladies and families — the stadium caters to every fan from every walk of life.

Karma were appointed as MEP Commissioning Managers and our site team's task was to oversee all the MEP services commissioning activities on the project working with BAM, ETA and ESTIDAMA Teams.



Cleveland Clinic Abu Dhabi

Owner: Mubadala Dev. Company

Operator: Cleveland Clinic

Developer: Aldar

Architect: HD & Richardson Intl

Cleveland Clinic Abu Dhabi is one of a number of initiatives led by Mubadala Healthcare, the division of Mubadala Development Company dedicated to investment in strategic, high-value and economically sustainable projects that meaningfully enhance the private healthcare infrastructure of Abu Dhabi and the United Arab Emirates.

Karma personnel appointed as MEP Commissioning Managers and our site team's task was to ensure that all the MEP services are commissioned to Mubadala Healthcare's stringent protocol and goals.



AL Ghurair City Dubai

Owner: AL Ghurair Group

Operator: AL Ghurair Centre

MEP Contractor: ETA

The expansion project of AL Ghurair Centre, opened in 2012, will include an addition of 150 new stores, a world class family entertainment centre, 14 anchor stores complementing the existing 8 screen cinema and world class dining and cafes, an additional 60,000sq.ft. of office space, nearly 200 serviced apartments and a 428 key 5-star hotel, blending hospitality, retail, entertainment, and community facilities in one

integrated customer-centric experience. Being a multi-cultural mixed-use development, Al Ghurair Centre is a landmark attraction for shoppers and retail brands alike. With the expansion almost doubling its letting space to 850,000 sq.ft.

Karma personnel performed Commissioning Management and our site team's task was to ensure that all the MEP services were commissioned to Al Ghurair Centre's standards.



Oberoi Centre, Dubai

Developer: Rani International

Consultant: Shankland Cox

Main Contractor: Al Naboodah

MEP Contractor: Trans Gulf

The Oberoi Centre is a pair of landmark 33-storey towers near the entrance to Dubai Business Bay. One of the towers is a world-class luxury hotel and the second tower offers both office and retail space.

Grade A office building at the entrance of Business Bay. Launched in 2007 and delivered in 2013, the building has over 300,000 sq. ft. of office space. Part of a mixed-used development that has a 5-star Oberoi managed hotel next to it.

Karma were appointed as Commissioning Managers and our site team's task was to ensure that the services are commissioned to client standards that include but not limited to performance tests, noise level measurements and environmental test.



St Regis Hotel Abu Dhabi

Client: TDIC

Main MEP Contractor: HLMR

Architect:

Built for the Tourism Development and Investment Company (TDIC), the St. Regis Saadiyat Island Resort, Abu Dhabi is the flagship hospitality project on Saadiyat Island, Abu Dhabi.

It comprises of 380 luxury hotel rooms, 259 residential apartments and 33 luxury residential villas.

Karma were appointed MEP Commissioning Managers for the MEP Contractor B.K. Gulf. Our key role was to oversee Closeout, Commissioning Management and Civil Défense approval.



Novotel Sheikh Zayed Road, Dubai

Client: API

Consultant: Khatib & Alami

Main MEP Contractor: DBB

MEP Contractor: BKGulf

The 41-floor tall Novotel Al Barsha is part of a 1.8 Million sq. ft. mixed use development which also includes a commercial tower and a residential tower. The hotel included 465 guest rooms, 9 function rooms and 5 restaurants. Overlooking Sheikh Zayed Road, the hotel which opened in 2013, is a landmark building in Dubai.

Karma were appointed MEP Commissioning Managers for the MEP Contractor B.K. Gulf. Our key role was to oversee Closeout, Commissioning Management and Civil Défense approval.

- **Paris Sorbonne University, Abu Dhabi**



Prestigious educational facility on a green-field site in Abu Dhabi. Covering more than 93,000 square metres.

Close out services, O&M Manuals produced for MEP services, Commissioning Management and Close out services as Client Engineer.

- **Al Mafraq Hospital Abu Dhabi**



State of the art 739 bed hospital preparation of O&M manuals.

- **AMMROC (Advanced Military Maintenance, Repair and Overhaul Centre)**



Karma Consultants personnel provided Commissioning Management Services.

- **New Doha International Airport**



Karma Consultants personnel prepared O&M Manuals for all MEP services.

- **King Hamad Hospital Bahrain**



Karma Consultants personnel prepared O&M Manuals for MEP services including specialist and Medical equipment.

- **Health Point Hospital Abu Dhabi**



Review of O&M Manuals and preparation of updated O&M Manuals, previously produced were not complete with a lot of information and content missing.

- **Dubai Mall Link Bridge**



The 828-metre air-conditioned bridge will provide walking access to Dubai Mall from the metro station. Preparation of O&M Manuals for MEP Contractor.

- **Dubai Mall Retail**



Preparation of O&M Manuals for MEP Contractor covering Retail area around new Link Bridge.

- **Zayed University Abu Dhabi**



University campus on a plot of approximately 75 hectares, Abu Dhabi Client Representative for Project Closeout Services.

- **The Beach at JBR**



Beach front modification with retail outlets.
Review of O&M Manuals with modification to obtain Consultant approval.
Manuals produced by MEP sub contractor were lacking a lot of information and not compliant.

- **Mall of the Emirates**



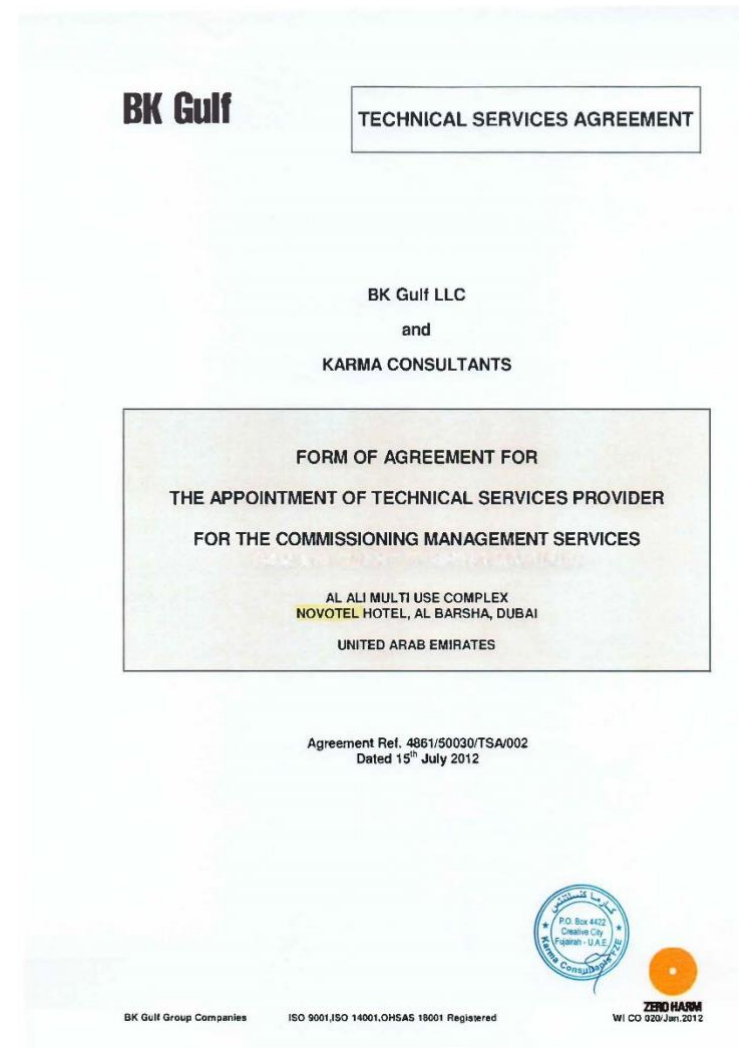
Developed by Majid Al Futtain Properties and located in Dubai
Preparation of O&M Manuals for New Prayer rooms. MEP Manuals produced.

- **Bvlgari Hotel and Residences**



Preparation of O&M Manuals.

8. Sample Project Approvals:



BK Gulf

TECHNICAL SERVICES AGREEMENT

BK Gulf LLC
and
KARMA CONSULTANTS

**FORM OF AGREEMENT FOR
THE APPOINTMENT OF TECHNICAL SERVICES PROVIDER
FOR THE COMMISSIONING MANAGEMENT SERVICES**

DUBAI MALL
CAR PARKING L7 - RETAIL EXTENSION,
UNITED ARAB EMIRATES

Agreement Ref. 4868/50030/TSA/005
Dated 1st Oct 2012



SY

BK Gulf Group Companies

ISO 9001:2015 & ISO 14001:2015 Registered

ZERO HARM
Min. CO. 8907-2012



TR2/2.12.78/PI/03/0001

18th March, 2014

M/s KARMA Consultants
P.O. Box No. 334155
Dubai
United Arab Emirates
Tel : 04 455 8757
Fax : 04 455 8556
Mob. : 050 451 3126
Email : shabir@karmaconsultants.net

Attention : Mr. Shabir Yakub – Managing Director

Reference : **Dubai Tram Project**

Subject : Consultancy Services Agreement in connection with provision of
MEP Commissioning Management

Dear Sir,

Please find attached two (2) sets of original Consultancy Services Agreement in connection with provision of MEP Commissioning Management at the Dubai Tram Project, for your signature.

Kindly return both the originals to us duly signed and stamped for our further processing.

Yours faithfully,

For and on behalf of
Belhasa Six Construct LLC

Roberto Singh
Project Director
Encl: as above

Plmt

شركة بيلحسا سيكس كونستراكت ل.م.ع.
م.س.ب. الإصدار: 14001:2015 و 9001:2015
م.س.ب. 8907-2012

تلفون: 04 455 8757
فاكس: 04 455 8556

BELHASA SIX CONSTRUCT LLC
Dubai, United Arab Emirates
P.O. Box 13055

Tel : 04 455 8757
Fax : 04 455 8556
www.besix.com

STEWART L.L.C.
ELECTROMECHANICAL CONTRACTORS
(AN ISO 9001:2015 & ISO 14001:2015 CERTIFIED COMPANY)

Purchase Order

PO Number: 14/SB/60168
Supplier Ref: K0900001
Supp Date: SC-25
Our Reference: AED
Currency: AED
Payment Terms: 23/07/2014
Delivery Date: 24/07/14

KARMA CONSULTANTS
P.O. BOX 334155
LEVEL 14 BOULEVARD PLAZA TOWER
EMAAR BOULEVARD, DOWNTOWN
Tel: 09 2071 333 Fax: 09 2282 756
Attn: SHABIR YAKUB

Job No: Z5340
Contact Person: Mr. Binoy
Ship to: Please deliver to our site
contact Mr. Sanu/Mithun
0562529867/0526073522

Page 1 of 1

SR#	Description	Unit	Qty	Price	Disc.	Total
1	Supply of Operation & Maintenance Manual and Commissioning Management as per the requirement. As per your attached letter Dated 23.06.2014 Note: Kindly submit the Original Invoice along with the updated SOA to our main office.					
Remarks : Project: MOE Prayer Room M.R.No. 32322 Dated 20.07.2014 Payment Terms: CDC						
Total						299600.00
Discount						0.00
Net Total						299600.00

Reviewed By: [Signature]
For STEWART L.L.C. ELECTROMECHANICAL
Authorised Signature
Acknowledged By: [Signature]

Notes: * Please Study the above item as per the Specifications and Our General Supply Conditions.
* Our General Supply Conditions will be issued on Request.

QFPU05 Rev.02

Stantec **SEHA** **مساندة** **musanada** **Allen & Shariff**
DESIGN | BUILD | MANAGE

Client	SEHA	Project	0770711
Project Manager	SMC	Doc Title	Karma Consultant FZE
Engineer	Allen & Shariff	WF-037414	
Contractor	Stantec	Submittal Reference	AMH-HLMR-QLFDT-00140 B
To	HLMR	Discipline	MEP
Cc	ASC	Department	CA
From	Stantec	Date:	01/03/2016

No	Page	Comments	Criteria
1.	-	The attached documents, pages 2 to 206 were issued to STANTEC via external MEMO with reference HLMR-EXTMEM-046326 and considered part of the current submittal.	note
2.	-	MEP Comments:- <ul style="list-style-type: none"> No ISO certificate for M/S KARMA. No previous experience with SEHA. No Abu Dhabi licenses. 	M
3.	-	Architectural Comments:- <ul style="list-style-type: none"> The information contained in Karma (QLFDT) for MEP Services only, no details of the Building Constructions such as Finishes, Cladding, Doors & Windows, Roof Const., etc. The list should be prepared with a complete reference to the relevant Sub-Clause of the Specs. or Drawing No. Key Staff & Organization are all Mechanical and Electrical Professional without specialist in Architectural & Structural. 	M
4.	-	ASC Comments:- <ul style="list-style-type: none"> Respond in writing to comments, provide quality and execution plan. This is a conditional approval from the Client, subject to immediate improvement of work quality and performance. 	M
5.	-	This is a conditional approval subject to clarify/comply with the above comments with "M" criteria prior to commencing work and satisfactory performance on the job.	Note

Note:-
1. M = Mandatory
2. BP = Best Practice

Recommended Status - B -

Completed by: Porfeno Climaco Function: Consultant Engineer Date: 18/02/2016	Approved by: Sami Elsharkawi, Haitham Alrubayee & Mazen Jreda Function: Line Manager Date: 18/02/2016
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SUB-CONTRACTOR PREQUALIFICATION SUBMITTAL (SCPS)			
Part A & B: Project & Record Information & Discipline			
Project Name	New Al Ain Hospital	SSSF Ref. No	0284
Employer	SEHA/Musnada	SSSF Rev. No	00
PMC	Allen & Shariff	SSSF Issue Date	21-2-2018
Engineer	IFO	SSSF Submitted By	ASJV
Contractor	Arabtec - Sanjose J.V	SSSF Submitted To	IFO
Discipline:	<input type="checkbox"/> Civil <input type="checkbox"/> Structural <input type="checkbox"/> Architecture <input checked="" type="checkbox"/> Mechanical <input checked="" type="checkbox"/> Electrical <input type="checkbox"/> MEQ <input type="checkbox"/> Others		
Part C: Details			
Description:	Details:		
Name:	KARMA CONSULTANTS		
Construction Activity/Trade:	CONSULTANCY		
Sub-Contractor's Address/Location:	Downtown Dubai, PO Box 344155, Dubai, UAE		
Contact Person & Mobile Number:	SHABIR YAKUB; 050 4513126		
Certified for any Quality Standard? If so, specify	Page 2. Karma submittal is only listed as Mechanical and Electrical. Is Karma to be appointed for MEQ and Architectural as well.		
Certified for any HSE Standard? If so, specify			
Other:			
Overall Experience:			
Experience Related to the Project:			
Sub-Contractor/Supplier mentioned in Vendor List:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> n/a		
For Contractor: We do certify that the material submitted herewith has been reviewed in details and in accordance with the Contract Documents and the Contractor's obligations shall be as follows:			
	T & C Manager	QA/QC Manager	HSE Section
Name	Derek Kerwick	Venkateswaran.R	AMEEL Hniedy
Designation			
Signature	Workshop held with Karma 1.03.2018. Responses to advanced copy comments listed below in red colour. Electrical Comments 1. No CV's attached. Date ASJ to resubmit with CV of Shabir Yakub will be responsible for overseeing Al Ain Hospital and the proposed permanently site based Engineer.		
Part D: Employer/Engineer's Response			
Employer/Engineer's Response	Mechanical Comments 1. Page 4. Karma to confirm that their full turnkey MEP Close Out Service is to be provided. If not Karma to detail any exclusions from full turn key service. Karma are only responsible for all O&M manuals- Mechanical, Electrical, Public Health, Specialist, MEQ, Architectural and FF/E. All other Musnada requirements are to be completed by ASJ or other appointed sub-contractors. See further comments page 3.		
Approval	<input type="checkbox"/> A: Approved <input checked="" type="checkbox"/> B: Approved with Comments <input type="checkbox"/> C: Revise & Resubmit <input type="checkbox"/> D: Rejected		
Note (1): Employer's/Engineer's approval is for conformance with the Contract Documents and the Contractor's obligations shall be as follows. Approval does not authorize changes to Contract Documents. Employer's/Engineer's approval does not relieve the Contractor from his contractual obligation to ensure conformance to all Contract Documents. Any deviations, to the Contract Documents found subsequent to Employer's/Engineer's approval are to be corrected by the Contractor at no extra Cost/Time to the Employer.			
For Employer/Engineer:			
	For Engineer	For Musnada	
Name	Peter Trollope		
Designation	Senior Mechanical Engineer		
Signature			
	01.03.2018		

9. Typical Commissioning Management scope of work:

- Produce and maintain project specific Commissioning Plan encompassing all commissioning related activities.
- In conjunction with the contractor produce a dedicated commissioning programme detailing all commissioning activities in line with project requirements and milestones.
- Review, comment and approve all commissioning method statements and associated testing and commissioning documentation.
- Attend technical meetings with Client Representatives, Engineer, Contractors and provide technically viable solutions for commissioning related issues
- Chair regular commissioning meetings, produce and issue meeting minutes.
- Verify all testing equipment/instruments are calibrated and maintained
- Verify static completion.
- Verify pre-commissioning activities.
- Verify standalone commissioning activities.
- Verify all integrated system testing.
- Verify and document all field tests and observations in accordance with specifications
- Prepare and maintain the commissioning defects/issues log.
- Collate all commissioning documentation and reports
- Prepare in conjunction with the contractor the client training methodology and schedule.
- Review and comment on Operating and Maintenance Manuals.
- Prepare final commissioning report including
 - Summary of the commissioning process undertaken on the Project.
 - System deficiencies (how they were identified and resolved).
 - Summary of the Operating and Maintenance manuals.
 - Summary of the Client Training.

10. Health, Safety & Environment Policy:

10.0 General Statement of Intent:

10.1. Health, Safety and the Environment introduction - Managing Director:

This policy on health, safety and the environment is one of a series of governance policies that are implemented throughout the company to underpin Karma values. Karma operates internationally and has a wide range of business activities in different customer locations. As a result, we have people working in diverse occupations, including: Commissioning, Commissioning Management, and Office-based roles.

The health, safety and welfare of all our employees and those that may be affected by our operations are of paramount importance to the company. Similarly, minimising our impact on the local and wider environment is a core business issue.

The board of Karma has endorsed this policy and requires all Karma management and employees to comply with it. The management is responsible for the detailed oversight of the operation of the policy and reports to the Board as and when appropriate matters arise with an annual review. More specifically, the Managing Director is the board member responsible for Health, Safety and Environmental matters.

10.2. Policy objectives:

- Promote local accountability for implementation of, and adherence to, this policy across the business.
- Incorporate health, safety and environmental considerations into all of our business activities.
- Continually strive to ensure that the health, safety and environmental impacts of our processes and services are reduced to a minimum.
- Communicate effectively with all of our employees to improve performance and ensure understanding of responsibilities.

- Work with our customers and suppliers to achieve improved performance on shared issues.
- Report appropriate performance information publicly on a regular basis.
- Comply with ILO conventions (particularly C155), recommendations (particularly R164) and applicable local authority guidelines.

10.3. Policy commitments:

Karma policy is to minimise risk for our people, the environment, adjacent communities and other stakeholders through the promotion of a strong culture of health and safety and of environmental protection. As a result, we are committed to effective communication and consultation on health, safety and environmental matters with all relevant stakeholders.

Health, safety and environmental awareness is not only the responsibility of management, it is a responsibility that all employees must share. Contractors and suppliers are also expected to maintain high standards of responsible care for these issues.

In particular, Karma expects those working for us directly, and on our behalf, to work safely, act responsibly, adhere to health, safety and environmental rules and procedures, use protective equipment where necessary and generally contribute to the maintenance of safe and healthy conditions. In support of these general commitments, Karma is required to manage its activities to ensure that, so far as is reasonably practicable, we will:

- Meet or exceed legislation in all parts of the country where we operate and have appropriate communications with relevant regulatory authorities, trade associations and industry bodies.
- Take into account prevailing understanding of our industrial operations and associated hazards to provide safe working conditions and to prevent pollution.

- Further augment our risk management approach by monitoring near misses, investigating root causes and ensuring that any such hazards are minimised and seeking other ways to reduce the number and severity of personal accidents and environmental incidents.
- Search for opportunities arising from health, safety and environmental improvements in processes and services that also have wider business benefits, such as maximising energy and another resource-use efficiency.
- Continually improve our management and performance in these areas through the setting of objectives, targets and plans; investing in techniques and technology as appropriate.
- Facilitate co-operation, education and training to maximise the contribution of all employees to the achievement of high standards in health, safety and environmental matters.
- Exercise due diligence in relation to health, safety and environmental issues during corporate transactions.
- Require contractors and other visitors to comply with all relevant health, safety and environmental requirements when on Company business.

10.4. Reporting of breaches and accountability:

Any employee who becomes aware of any existing or potential breach of this policy is required to notify the Head of HSE Management promptly. If preferred, concerns may be reported in accordance with the company's whistle blowing policy.

In enforcing the policy, the company will take or authorise such disciplinary action as it deems appropriate up to and including dismissal of the individual(s) responsible.

10.5. Enquiries:

All enquiries in relation to this policy or its applicability to particular situations should be addressed to the Managing Director.

11. Trouble Shooting:

Karma Consultants provides expert commissioning consultancy services to clients, contractors, designers, project managers and building end-users.

a. Commissioning Verification

Karmas expertise and experience in both hands-on and full commissioning management means that we are able to offer a commissioning validation/verification service which includes will review the obtained commissioning and test results to highlight any potential problems.

b. Surveys and Troubleshooting

Building services systems invariably lose peak efficiency or become difficult to control, due to inefficient maintenance or modifications to systems, fabric or occupancy since installation. Karma Consultants carry out surveys of existing or new build installations and determine what the issue is and make recommendations to rectify the issue.

c. HVAC Validation

Validations, or verification surveys, are a core part of Karma Consultants business: whether you require surety of base-build delivered air and water volumes or a full survey of the installed MEP services, we can help. We undertake all elements of validation works. of our Technicians and Managers can call on the wealth of experience within the group to troubleshoot commissioning problems.

12.Client Base:

Karma Consultants are pleased to have worked with the following Clients:



13. Affiliate Organisations:

