



Integrated QEH&S Manual



Ref: QEH&SM-01

Issue No. 03/1

	Prepared By	Reviewed By	Approved By
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Date	01/09/2020	01/09/2020	01/09/2020
Signature			

QEH&S Manual Amendment:

The amendment is evidence for review of QEH&S manual and continuously improvement of QEH&S Integrated Management System, the amendment is recorded and approved by the following table to be controlled. The new issue for the QEH&S Integrated Management System manual is taken in consideration after 5 amendments and must be controlled in the distributed copies and the old copies were obsolete by blue stamp (Obsolete).

Amendment No.	Change & Reason	Pages	Date
1/0	<ul style="list-style-type: none"> Organization Chart 2015 Appendix B Master List of Procedures 	34/41 35&36/41	01/01/2015
1/1	<ul style="list-style-type: none"> Update Master List of Procedures 	35&36/41	13/02/2016
1/2	<ul style="list-style-type: none"> Integration of Quality And Environmental, Health & Safety (ISO 9001-2015 – ISO 14001-2015 – OHSAS 18001-2007) 	ALL	01/01/2017
1/3	<ul style="list-style-type: none"> Integration of Quality And Environmental, Health & Safety (ISO 9001:2015 – ISO 14001:2015 –ISO 45001:2018) 	ALL	01/01/2018
1/4	<ul style="list-style-type: none"> Update Organization Chart 2019 Appendix B 	34/41	01/06/2018
1/5	<ul style="list-style-type: none"> Update Master List of Procedures 	35&36/41	10/09/2018
2/0	<ul style="list-style-type: none"> Update Organization Chart 2019 Appendix B 	34/41	01/01/2019
2/1	<ul style="list-style-type: none"> Update Management Review Procedure passed on BASEC Requirement (Twice /Year) Update CA to include recalled or withdrawn for non-conforming Cables from the market based on BASEC Requirements 	27/41 29/41	07/02/2019
2/2	<ul style="list-style-type: none"> Add Design and update Scope Add Special Process as conductor (wire) welding process 	5/41 24/41	20/03/2019
2/3	<ul style="list-style-type: none"> Add Design &Development update Scope Update Master List of Procedures 	5/41 35&36/41	18/07/2019
2/4	<ul style="list-style-type: none"> Add BASEC Certificates 	37/41	26/07/2019
2/5	<ul style="list-style-type: none"> Add rework WI to Procedures List No. PR-RB-01 BASEC PCR Issue 10 as references or changes to construction of certified products 	36/41 5/41 16/41	01/01/2020
3/0	<ul style="list-style-type: none"> BASEC PCR Issue 10.1 as references Add the ISO 45001 :2018 Certificate . 	5/41 38/41 35&36/41	01/04/2020
3/1	<ul style="list-style-type: none"> Update List of Procedures (Waste Management Procedure EHS-13 & Maintenance Procedure (MN-01) Update EPC Interaction Business Process Add the ISO 14001 :2015 Certificate 	35&36/41 33/41 37/41	01/09/2020

Energya Power Cables Profile:

Energya Power Cables is one of Energya Cables ELSEWEDY HELAL.

- **Total approximate area** : 130,000 m²
- **Factory address** : 10th of Ramadan city, 3rd Industrial zone.
- **Telephone (Factory)** : +2015 41026 0-1, +201541088/99
- **Fax (Factory)** : +201 541 0450
- **Web Site** : www.energya.com.eg
- **E-mail** : info@energya.com.eg
- **Company Name** : Energya Power Cables Company
- **Date of Establishment** : 2008
- **Holding Company (Group)** : Energya Industries-ELSEWEDY HELAL
- **Capital Investment** : 250,000,000 L.E
- **Production Capacity** :
 - 18,000 ton of Copper/ year
 - 9,600 ton of Aluminum/year
- **Company Products** :
 - Design & Manufacturing Low Voltage Power cables up to 1 KV with Copper or Aluminum conductors and insulation materials such as XLPE or PVC and the cables may be Armored or non-Armored.
 - Design & Manufacturing Medium Voltage Power cables up to 36 K.V. with copper or Aluminum Conductors and Insulation Materials such as Pure XLPE and the cables may be Armoring or non-Armoring.
 - Design & Manufacturing High Voltage Power cables up to 150 K.V and Extra High Voltage Power Cables up to 500 K.V. with compact round and segmental conductor.
 - Design & Manufacturing Over-Head Transmission Lines from Copper or Aluminum.

Section 1: Introduction:

Energya Cables Division, one of Energya Industries, has developed and implemented this Quality, Environmental, Health & Safety Integrated Management System (QEH&SM) in order to improve the overall performance and provide a sound basis for sustainable development initiatives. The purpose of the QEH&SM is to:-

- Consistently provide products that meet customer and applicable statutory and regulatory requirements;
- Facilitate opportunities to enhance customer satisfaction;
- Address risks and opportunities associated with its context and objectives;
- Demonstrate conformity to specified QEH&S's requirements.

This QEH&SMS Integrated Management System complies with the requirements of [**ISO 9001:2015, ISO 14001:2015, ISO 45001:2018 and BASEC PCR**] standards and to define and describe the QEH&S Integrated Management System, to define the responsibility and authority of the management personnel involved in the operation of the system. Also to provide a general description of the requirements of the standard as they apply to **Energya Power Cables**.

This manual is divided into 10 sections that correlate the QEH&S sections of the ISO High Level Structure XLS.

This manual describes the QEH&SM, delineates authorities, interrelationships and responsibilities of the personnel responsible for performing within the system. This manual also provides procedures or references for all activities comprising the QEH&SMS to ensure compliance to the necessary requirements of the standards.

This manual is used internally to guide the company's employees through the various requirements of the [**ISO 9001:2015 /ISO 14001:2015, ISO 45001:2018 and BASEC PCR**] standards that must be met and maintained in order to ensure interested parties' satisfaction, continuous improvement and to provide the necessary instructions that create an empowered work force.

It is also used externally to introduce our QEH&S Integrated Management System to our customers and other external organizations or individuals. This manual is used to familiarize them with the controls that have been implemented and to assure them that the integrity of the QEH&S Integrated Management System is maintained and focused on interested parties' satisfaction and the continuous improvement.

Section 2: Reference Documents:

- The following documents were used as references during the preparation of the QEH&S Manual:
 - International Standard **ISO 9001:2015** - Quality Management System requirements.
 - International Standard **ISO 14001:2015** - Environmental Management System requirements.
 - International Standard **ISO 45001:2018** - Occupational Health and Safety Management System requirements.
 - International Standard **ISO 9000:2015** - Quality Management Systems- Fundamentals and vocabulary.
 - International Standard **ISO 10002-2004** - Quality Management - Customer Satisfaction – Guidelines for complaint handling in organization.
 - **BASEC Product Certification Requirements PCR**.

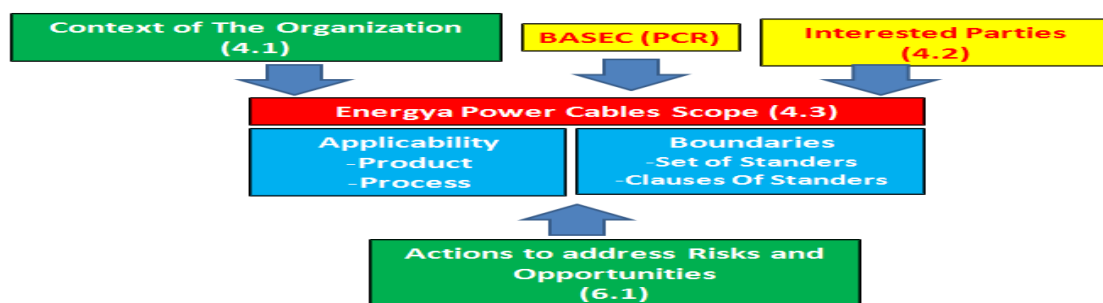
Section 3: Purpose, Scope, Strategic Direction and Policy:

3.1 Purpose:

This QEH&S Manual document provides evidence of Commitment of **Energya Power Cables** to produce high quality products to comply with the International Standards of [**ISO 9001:2015 / ISO 14001:2015** and **ISO 45001:2018**].

- This Manual applies to all segments of our operations such as:
 - All phases of our product lifecycle.
 - Technical and administration activities.
 - Electrical & power maintenance activities.
- While developed to implement and sustain the [**ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR**] standards. This manual is also responsive to established statutory, regulatory, and customer standards for QEH&S management system.
- A principle objective of this manual is to define standard requirements for managing our business, which lead to achieving our goals, sharing our values, and realizing our vision and mission.

3.2 Scope of the QEH&S Integrated Management System Scope Statement



Based on an analysis of the issues of concern, an interest of stakeholders and in consideration of their products, the factors presented on the figure above and covers, **Energya Power Cables** has determined the scope of the management system as

Q: Design, Development, Manufacture & Supply of the following cable types:

Building Wires and cables up to 1 kV, Medium voltage power cables up to 36 kV, High voltage power cables up to 150kV, Extra-high voltage cables up to 500 kV and Overhead transmission lines .

BASEC PCR : Design, Development, Manufacture & Supply of the following cable types:

Building Wires and cables up to 1kV, Medium voltage power cables up to 36 kV.

➤ **Scope of Quality, Environmental Health & Safety no. [TM-01F04].**

3.3 Facilities Within the Scope:

The QEH&S System is applied to all processes, activities, and employees of **Energya Power Cables** Company, which location is 10th of Ramadan city, 3rd Industrial Zone.

3.4 Scope of the QEH&S Manual:

This manual outlines the policy, procedures and requirements of the QEH&S. The system is structured to comply with the requirements of the international standard. It is emphasized that the QEH&S requirements specified in this standard are complimentary (not alternative) to contractual law and regulatory requirements.

This manual is prepared for the purpose of defining the company's interpretations of the [ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR] international standards, as well as to demonstrate how the company complies with these standards.

This manual follows the numbering structure of ISO High Level Structure. It presents "Notes" that are used to define how **Energya Power Cables** has tailored its management system to suit its purposes. These are intended to clarify implementation approaches and interpretations for concepts which are not otherwise clearly defined ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR] standards Where subordinate or supporting documentations are references in this manual, they are indicated by '*bold italics*'.

3.5 QEH&S Manual Controlled (Issuance & Review and Approval):

- **Energya Power Cables** top management with quality assurance department were responsible for preparing, issuing and coping of **QEH&S Manual**.
- The **QEH&S Manual** is prepared by Quality Assurance department, reviewed by QA Manager (ISO Top Management Representative) and approved By General Manager (MD) to become a reference for all **Energya Power Cables** activities.
- This Manual is subjected for review and update every 12 months to always be at the latest issue of changes and modernization relating to our field of business.
- In case of the need to publish and forward the manual to local or overseas customers, a copy stamped with "FOR INFORMATION ONLY" is issued for this purpose with General Manager Approval.
- For electronic copy/ies of QEH&S Manual, the available copy is in a protected and a secured PDF with mark "FOR INFORMATION ONLY" for everyone in the company at Quality Assurance Department.

3.6 QEH&S Manual Distribution List:

- QEH&S Manual is the principal document for **Energya Power Cables** and documented system required by ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR] standards
- The distributed copies are being controlled with a blue stamp "Document Information- DOCUMENT CONTROL" and are distributed on all **Energya Power Cables** departments.

3.7 Energya Power Cables Strategic Direction:

3.7.1. **Energya Power Cables corporate values are:**

- Contribution positively in the social and economic development of the communities where we operate.
- Respecting cultures, values and human rights throughout our operations.
- Nurturing best practice in all our activities.
- Seeking continual improvement in our environmental performance.

3.7.2. **Energya Power Cables pursuists its goals through:**

- Commitment to Quality, Environmental, Health & Safety Standards.
- Building long-term relationships through partnering & alliances with both: customers, suppliers and contractors.
- Continuous improvement by being a learning organization that the well-practice is captured and shared.
- Securing the investment needed to reach our vision: "World Class" ambition.
- Empowerment and training of employees.
- Setting standards, targets and incentives that drive the right performance levels.
- The positive contribution to the social and economic development of the communities where we operate.
- Respecting cultures, values and human rights throughout our operations.
- Nurturing best practice in all our activities.
- Seeking continual improvement in our environmental performance.

3.7.3. **Energya Power Cables Strategy:**

The EPC maintained its progress and its position as one of the main companies in the world. So, the company always searches for the best in power cables manufacturing, and selects the best and up-to-date technologies in its business work (manufacturing, testing and releasing) to satisfy customers and international requirements.

3.7.4. **Energya power Cables Vision:**

To be the biggest brand name in front of its national and international competitors. This leads to producing and delivering cables with high quality standards and conforming to international standards.

3.7.5. **Energya Power Cables Mission:**

To emerge as one of the world's leading electrical power cables' companies and offering our esteemed customers and maintain superior quality products for customers satisfaction.

3.7.6. **Energya Power Cables Objectives:**

➤ The company objectives are depending on the following eight keys: -

- 1- Direct increase of the company profits.
- 2- Enhancement of customer satisfaction.
- 3- Effective development and implementation of the QEH&S Management System.
- 4- Development and improvement of the performance of the EPC employees.
- 5- Development and improvement of the performance of the suppliers.
- 6- Keeping machines in good performance..
- 7- Making significant reductions to the key environmental impacts resulting from Energya Cables activities
- 8- the improvement of working environment and work to become conducive to **safety and health**

3.8. The Top-level organizational chart :

The top-level organizational chart is shown in appendix B this is supported by the respective department organizational charts.

3.9. Energya Power Cables QEH&S Policy.

Energya Power Cables policy is to achieve sustained, profitable growth by providing services which consistently satisfy the needs and expectations of its customers.

energyacables is committed to the highest level of quality of development and deliver high quality products including Over-Head Cables, Low Voltage Cables, Medium Voltage Cables, High, Extra-High Voltage Cables, Filler and Telephone Cables.

This level of quality is achieved through the 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 QEH&S of their work, resulting in a continually improving working environment for all. This policy is provided and explained to each employee.

To achieve and maintain the required level of assurance, the Managing Director (MD) retains responsibility for the QEH&S System with a routine operation controlled by the Quality Director (QD).

Quality, Environmental, Health and Safety Policy

Energya Power Cables undertakes to develop and deliver high quality products which include Over Head Cables Low Voltage Cables, Medium Voltage Cables, High and Extra- High Voltage Cables, according to the purpose of Context of Energya Power Cables and its strategic direction, that will be by:

- 1- **Complying with International and Local Standards Requirement.**
- 2- **Complying with all applicable Customers & Regulatory Requirements and the external providers.**
- 3- **Maintaining and continually improving the effectiveness of QEH&S management system.**
- 4- **The company complies the legal requirements and the other requirements.**

To reach these goals, the company pursued a scientific approach through the development of Quality, Environmental Health and Safety Management Systems consistent with the requirements of standards specifications [ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015] in terms of coordinating work, raising efficiency, the provision of human and technical resources, and training systems necessary to achieve the development and continuous improvement of the product quality.

The company developed targets to measure the process effectiveness of Quality, Environmental Health and Safety to reviewed and updated annually with the Policy to ensure the professionalism of the operations implementation for customers as a result of accurate and long experience of the company in the field of cables manufacturing creating a suitable environment for the development and achievement of QEH&S objectives according to the context of the organization and its strategic direction.

The company is committed to follow the Environmental, Health & Safety procedures for employees, suppliers and customers. It is also committed to legislation and laws of the OHSE, secure the means of OHSE for all activities of the company, prevention of pollution and prevention of illness, injury , accidents and fatality and illumination of hazards to be reviewed periodically to create a healthy and secure working environment for the company workers.

It is also committed to consultation and participation of workers and where they exist, workers' representatives in Quality, Environmental, Health and Safety issues.

So, Energya Power Cables top management asks all employees to apply the Quality, Environmental, Health and Safety Management System in all cables manufacturing as well as to develop good performance and continual improvement of quality and put the full customer satisfaction in mind and make every effort to achieve Energya Power Cables objectives.

Approved by:

سياسة الجودة والبيئة والسلامة والصحة المهنية

تتعهد شركة إنيرجيا لكابلات الطاقة بتطوير وتقديم منتجات ذات جودة عالية تشمل الكابلات الهوائية، كابلات الضغط المنخفض، كابلات الضغط المتوسط، كابلات الضغط العالي والفائقة، وذلك طبقا لسياق العمل والتوجه الإستراتيجي للشركة من خلال إلزامها بالآتي:

1. **التوافق مع المعايير والمواصفات العالمية والمحلية.**
2. **التوافق مع المتطلبات القانونية للعملاء والموردين الخارجيين.**
3. **الحفاظ على استمرارية تحسين فاعلية نظام ادارة الجودة والبيئة والسلامة والصحة المهنية.**
4. **الشركة ملتزمة بالمتطلبات القانونية المعمول بها و المتطلبات الاخرى.**

وللوصول الى هذه الأهداف إنتهجت الشركة المنهج العلمي من خلال تطوير نظام إدارة الجودة والبيئة والسلامة والصحة المهنية والذي يتفق مع متطلبات المواصفات القياسية العالمية (ISO 9001-2015, ISO 14001-2015, ISO 45001:2018) من حيث تنسيق العمل ورفع كفاءة الأداء وتوفير الموارد البشرية والتقنية وأنظمة التدريب اللازمة لتحقيق التطوير المستمر لجودة المنتج مع متابعة وتحسين هذه الأنظمة.

ولقد وضعت الشركة أهداف لقياس فاعلية عمليات نظام الجودة والبيئة والسلامة والصحة المهنية على أن يتم مراجعتها وتحديثها سنوياً مع سياسة الجودة والبيئة والسلامة والصحة المهنية للتأكد من تنفيذ طلبات العملاء باحترافية ونتيجة للخبرات الطويلة والدقيقة في مجال صناعة الكابلات بكافة أنواعها وعن طريق خلق مناخ مناسب لتحقيق أهداف الشركة وذلك طبقا لسياق عمل والتوجه الإستراتيجي للشركة.

كما أنها تلتزم باتباع الإجراءات الخاصة بالبيئة والسلامة والصحة المهنية للعاملين والموردين والعملاء والإلتزام بالتشريعات والقوانين والمتطلبات الأخرى والحكومية ومتطلبات العملاء لكافة أنشطة الشركة ومنع التلوث والإصابات والحوادث والأمراض والوفيات وتقليل المخاطر الناجمة عنها ومراجعتها دورياً لخلق مناخ عمل صحي وآمن للعاملين بالشركة.

وتلتزم أيضا بالتشاور و مشاركة العاملين أو من ينوب عنهم في موضوعات الجودة والبيئة والسلامة والصحة المهنية.

ولذلك تهيب الإدارة العليا للشركة جميع العاملين بضرورة تطبيق نظام إدارة الجودة والبيئة والسلامة والصحة المهنية في جميع أحوالها ووضع جودة الإنتاج والتحسين المستمر والرضا الكامل للعملاء نصب الأعين وبذل كل الجهد لتحقيق أهداف الشركة.

إعتماد:

Section 4: Context of the Organization:

4.1. Understanding the organization and its context:

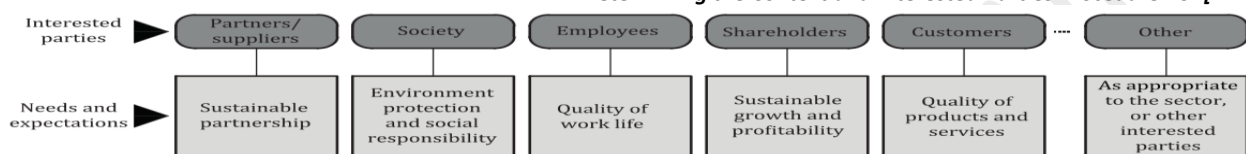
Energya Power Cables considers the context of the organization according to the procedure of "Determining the Context and Interested Parties".

➤ *Determining the Context and Interested Parties Procedure no. [TM -01].*

4.2. Understanding the needs and expectations of interested parties:

Energya Power Cables has determined the interested parties and their needs and expectations according to the procedure "Determining the Context and Interested Parties" and listed them in the interested parties list.

➤ *Determining the Context and Interested Parties Procedure no. [TM -01].*



4.3. Determining the Scope of the QEH&S Management System:

Based on the analysis of the issues and requirements identified in Sections 4.1 and 4.2, **Energya Power Cables** has established the scope of the QEH&S management system in order to implement the objectives that are relevant to its context, products and any interested parties. the Scope of QEH&S Management System. [TM -01F04].

4.4. QEH&S Management System and its processes:

Energya Power Cables has established and implemented the QEH&S, which is maintained and continually improved according to the requirements of the *ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR*] standards including processes needed and their interactions.

Process Approach:

4.4.1.1. Process Identification:

Energya Power Cables has adopted a process approach for its management system. By identifying the top-level processes within the company and then managing each of these discretely, this reduces the potential for nonconforming products discovered during the final processes or after delivery. Instead, nonconformities and risks are identified in real-time by actions taken within each of the top-level processes.

NOTE: not all activities are considered "processes". The term "process" in this context indicates the activity that has been elevated to a higher level of control and management oversight. The controls indicated herein are applicable only to the top-level identified processes.

- The following top-level processes have been identified for **Energya Power Cables**:
 - Main Processes are (Sales - Technical Office& Design - Planning – Manufacturing - Quality Control - Procurement - Warehouse)
 - Supported Process (Quality Assurance - Human Recourses - IT - Maintenance)
- Each process may be supported by other activities, such as tasks or sub-processes. Monitoring and control of top-level processes ensure effective implementation and control of all subordinate tasks or sub-processes.
- Each top-level process has a *Process Approach Document [TM-01F06]* which defines:
- Applicable inputs and outputs.
 - Process owner(s).
 - Applicable responsibilities and authorities.
 - Applicable risks and opportunities.
 - Critical and supporting resources.
 - Criteria and methods employed to ensure the effectiveness of the processes.
 - QEH&S objectives related to that process.

The sequence of interaction of these processes is illustrated in Appendix A.

NOTE: Appendix A represents the typical sequence of processes, and may be altered depending on customer or regulatory requirements at the job or contract level, as needed.

4.4.1.2. Process Controls & Objectives:

Each process has at least one objective established for it and this is a statement of the intent of the process. Each objective is then supported by at least one “metric” or key performance indicator (KPI) which is then measured to determine the process ability to meet the QEH&S objective.

NOTE1: Some processes have multiple objectives and multiple metrics. This is determined by the nature of the process and its impact on the product and associated risks.

NOTE2: Whereas ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR] standards discuss process measurements and “objectives” as separate concepts, Energya Power Cables combines them; i.e., objectives are used to control the processes. Additional objectives for products may be assigned, but these will also be used to measure process effectiveness.

Throughout the year, metrics data is measured and gathered by process owners or other assigned managers, in order to present the data to General Manager. The data is then analyzed by Senior Management Team in order that Senior Management Team may set goals and make adjustments for the purposes of long-term continual improvement.

The specific QEH&S objectives for each process are defined in the applicable metrics, along with current standings and goals for each objective, are recorded in records of management review.

➤ *Management Integrated System Objectives Action Plan Summary [TM-01F08].*

When a process does not meet a goal, or an unexpected problem is encountered with a process, the corrective and preventive action process is implemented to research and resolve the issue. In addition, opportunities for improvement are sought and implemented, for the identified processes.

4.4.1.3. Outsourced Processes:

Any process performed by a third party is considered an “Outsourced Process” and must be controlled, as well. The division outsourced processes and the control methods implemented for each are defined in **[OS-10]**.

The type and extent of control to be applied to the outsourced process take into consideration:

- a) The potential impact of the outsourced processes on the company capability to provide a product that conforms to requirements.
- b) The degree to which the control for the process is shared.
- c) The capability of achieving the necessary control through the purchasing contract requirements.

Section 5: Leadership:

5.1. Management Leadership and Commitment:

5.1.1 General Top Management Team of Energya Power Cables provides evidence of its leadership and commitment to the development and implementation of the management system and continually improving its effectiveness by:

- 1) Taking accountability of the effectiveness of the QEH&S management system.
- 2) Ensuring that the QEH&S Policy is communicated ,understood and applied within the Organization
- 3) Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities;
- 4) Ensuring that the QEH&S policy and related QEH&S objectives are established and are compatible with the strategic direction of energyacables ;
- 5) Ensuring the integration of the QEH&S management system requirements into the organization's business processes;
- 6) Ensuring that the resources needed to establish, implement, maintain and improve the QEH&S management system are available;
- 7) Communicating the importance of effective QEH&S management and of conforming to the QEH&S management system requirements;
- 8) Ensuring that the QEH&S management system achieves its intended outcome(s);
- 9) Directing and supporting persons to contribute to the effectiveness of the QEH&S management system;
- 10) Ensuring and promoting continual improvement;
- 11) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- 12) Developing, leading and promoting a culture in the organization that supports the intended outcomes of the QEH&S management system;
- 13) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- 14) Ensuring the organization establishes and implements a process(es) for consultation and participation of workers
- 15) Supporting the establishment and functioning of health and safety committees
- 16) Promoting the use of the process approach and risk-based thinking.

Note: The General Manager (MD) appointed Quality Assurance Manager (QD) as a top management representative for ISO systems.

5.1.2 Customer Focus:

Top management team of **Energya Power Cables** adopts a customer-first-approach which ensures that the customer needs and expectations are determined, converted into requirements and are met with the aim of enhancing customer satisfaction.

This is accomplished by assuring that:

- a) The customer, applicable statutory and regulatory requirements are determined, understood and consistently met;
- b) The risks and opportunities that can affect conformity of products and services and the ability to enhance customer satisfaction are determined and addressed;
- c) The focus on enhancing customer satisfaction is maintained;
- d) The customer focused communications and interactions ultimately yield clear, explicit customer requirements and expectations in the form of a customer survey.

Energya Power Cables top management strives to understand the customer's current and future needs and expectations by continually monitoring the customer requirements, analysis and solving the customer complaints to identify opportunities for improvement.

5.2. QEH&S Policy:

Top Management Team of **Energya Power Cables** has developed the QEH&S policy that governs the day-to-day operations to ensure QEH&S.

The QEH&S Policy is released as a standalone document as well, and is communicated and implemented throughout the organization and is being available to relevant interested parties, as appropriate.

5.2.1. Establishing the QEH&S policy:

Energya Power Cables top management shall ensure that the QEH&S policy establishment, implementation and maintained a QEH&S policy that:

1. Is appropriate to the purpose and context of the **Energya Power Cables** and supports its strategic direction.
2. Provides a framework for setting QEH&S objectives.
3. Includes a commitment to satisfy applicable requirements.
4. Includes a commitment to continual improvement of the QEH&S management system.

5.2.2. Communicating the QEH&S policy:

Energya Power Cables top management ensures that the QEH&S policy is communicated to all employees. It is included in a new employee training and training on the QEH&SS. It is posted in prominent places throughout the offices and in available work places to be easily available to all levels of employees within our organization and be available to relevant interested parties, as appropriate. Management reviews the QEH&S policy annually to determine the policy continuing suitability for our organization.

➤ *The QEH&S Policy is documented on [QP-01].*

5.3. Organizational Roles Responsibilities & Authorities:

Top management team of **Energya Power Cables** has assigned responsibilities and authorities for all relevant roles in the company. These are communicated through the combination of the organizational chart (Appendix B) to show the interrelation of personnel in the organization. Job descriptions define the skills, education, responsibilities and authorities of each of the positions on the organizational chart. Job descriptions and the organizational chart are reviewed and approved by top management for adequacy. These documents are available throughout the organization to help employees understand their responsibilities and authorities for:

- A. Ensuring that the QEH&S management system conforms to the requirements of these international standards.
- B. Ensuring that the processes are delivering their intended outputs.
- C. Reporting on the performance of the quality management system and on opportunities for improvement in particular to top management.
- D. Ensuring the promotion of customer focus throughout the organization.
- E. Ensuring that the integrity of the QEH&S management system is maintained when changes to the QEH&S management system are planned and implemented.

Section 6: - Planning:

6.1. Actions to Address Risks and Opportunities:

Energya Power Cables deviates slightly from the approach towards risk and opportunity presented in ISO 9001:2015/ ISO 14001:2015, ISO 45001:2018 and BASEC PCR J standards. Instead, **Energya Cables** views "uncertainty" as neutral, but defines "risk" as a negative effect of uncertainty, and "opportunity" as a positive effect of uncertainty. **Energya Power Cables** 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.

Energya Power Cables 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.

6.1.1 Managing Risk & Opportunities:

When planning for the QEH&S management system, **Energya Power Cables** will assess risks and manage them for the purpose of mitigation and reduction of negative impact. Opportunities will be managed to enhance their likelihood and potential of benefit and determine the risks and opportunities that need to be addressed to:

- Give assurance that the QEH&S management system can achieve its intended result(s), enhance desirable effects, prevent or reduce undesired effects and achieve improvement.

6.1.2 Energya Power Cables will plan:

A. Actions to address these risks and opportunities.

B. How to:

- a) Integrate and implement the actions into its QEH&S management system processes.
- b) Evaluate the effectiveness of these actions.

Actions taken to address risks and opportunities shall be proportionate to the potential impact on the conformity of products.

➤ *Risks and opportunities are managed in accordance with the Procedure no. [TM-01].*

6.2. QEH&S objectives and planning to achieve them:

As a commitment of Energya Power Cables top management towards QEH&S, the preparation (planned and implemented) of QEH&S is handled by QA department to ensure compliance with QEH&S objectives [ISO 9001:2015, ISO 45001:2018 and ISO 14001:2015] requirements and their suitability to organization processes.

6.2.1. QEH&S objectives:

QEH&S Objectives are established to support our organization's efforts in achieving our QEH&S policy and reviewed annually for suitability. QEH&S objectives are measurable, and reviewed against performance goals at each management review meeting.

Energya Power Cables QEH&S objectives:

- | | |
|---|---|
| a) Consistent with the QEH&S policy. | b) Measurable. |
| c) Take into account applicable requirements. | d) Relevant to conformity of products and services and to enhancement of customer satisfaction. |
| e) Monitored. | g) Updated as appropriate. |
| f) Communicated. | |

6.2.2. QEH&S objectives Planning:

❖ While planning how to achieve its QEH&S objectives, Energya Power Cables determined:

- | | |
|-------------------------------------|--------------------------------------|
| a) What will be done; | b) When it will be completed; |
| c) What resources will be required; | d) How the results will be evaluated |
| e) Who will be responsible; | |

▪ The objective must be:

- ✓ Suitable for all jobs & levels.
- ✓ Consistent with quality policy.
- ✓ SMART (Specified – Measurable – Achievable – Realistic – Timely)

➤ *The QEH&S Objectives is documented on [TM-01F08].*

6.3. Change Management:

While Energya Power Cables determines the need for changes to the management system or its processes, these changes planned, implemented, and then verified for effectiveness. The following will be considered while changing:

- A. The purpose of the changes and their potential consequences;
- B. The integrity of the quality management system;
- C. The availability of resources;

➤ *Change Management Procedure no. [QA-11].*

6.3.1 Changes to Process:

Change Management system processes will undergo changes typically when:

- Improvement opportunities have been identified, typically to improve process effectiveness.
- Nonconformities within a process are identified and require corrective action.
- Conditions in the industry or company change, requiring a process to be updated.
- New processes are added which impact on existing processes, requiring changes.
- Customer requirements result in a need to change processes.
- Any other reason determined by management.

In cases, the process must be changed in a controlled manner to ensure proper authorization and implementation of the changes. At a minimum, process changes shall include the steps herein:

- ✓ *The request for a process change shall be documented, typically in a CA form per the procedure [Corrective Preventive Action Procedure]. The justification for the change shall be recorded.*
- ✓ *The change shall be reviewed by appropriate management, including the senior most manager responsible for the process. Changes must be approved prior to implementation.*
- ✓ *The follow-up verification step of the CAR process shall seek to ensure the change has had the intended effect, and/or has improved the process. If not, the change may be rolled back or a new change made to correct any new issues that arise as a result of the change.*

6.3.2. Changes to Process Outputs:

- The methods for changing process outputs are typically defined in the [Process Definition Doc Title], where a process output is a document, the rules for changing documents as [QA-01].
- Formal changes to process outputs will be used when the change is significant. Minor changes may be made without formal control. However, the decision on what constitutes a significant vs. minor change must be agreed upon by those who are involved in the change. If a customer indicates a change is significant, this will trump any internal decision.

6.3.3. Changes to Documentation :

- Management system documents undergo changes when there is a need to revise them.
- Changes to documentation are done in accordance with its procedure.
➤ *Documented Information Procedure no. [QA-01].*

6.3.4. Changes to Orders Or Contracts or changes to construction of certified products:

- Changes to active orders or contracts may occur when the customer changes the requirements after the work has begun, or may be initiated are done in accordance with its procedure.
➤ *Planning Procedure no. [PL01].*
- When changes are initiated by Energya Cables, the TO Manager will inform sales and sales will notify the customer and negotiate a resolution.
- Any change on the construction or raw materials for the certified cables will not be implemented prior an acceptance from Certification Body

Section 7: Support:

7.1. Resources:

7.1.1. General:

As **Energya Power Cables** is a customer-oriented organization, so our majority of resources are oriented towards enhancing customer satisfaction, meet and exceed customer requirements and expectation and also continually improve effectiveness of QEH&SS.

These resources may be human, utilities, equipment, machines, computer network programs for electronically manage a process, etc. Also, Energya Power Cables considers what needs to be obtained from external providers.

7.1.2. People:

In **Energya Power Cables**, we consider people as one of the greatest assets, human resources put strict criteria for acceptance of employees to join **Energya Power Cables** especially those whom affecting by their job the product quality as specified in details as per the documented procedure "Assigning & Hiring Employees".

➤ *Assigning & Hiring Procedure no. [HR-01].*

7.1.3. Infrastructure:

Energya Power Cables management determines the required and suitable infrastructure to enhance its business. Some of them are subjected to intensive maintenance plan to ensure the suitability and efficient usage and application.

- The following infrastructures are included in maintenance plant:
 1. Machine and associated utilities.
 2. Computers and their peripherals & managing program.
 3. Transportation facilities.
 4. On the top of that all of infrastructure that may affect the work flow or Product quality is suddenly remedied and cured.

A documented procedure for "Preventive Maintenance" is issued for that purpose.

➤ *Preventive Maintenance Procedure no. [MN-01].*

7.1.4. Environment for the operation of processes:

Energya Power Cables management identified and maintained a suitable working environment for achieving product manufacturing, storage and dispatching conformance.

Suitable environment can be a combination of human and physical factors, such as:

- a) Social (e.g. non-discriminatory, calm and non-confrontational).
- b) Psychological (e.g. stress-reducing, burnout prevention and emotionally protective).
- c) Physical (e.g. temperature, heat, humidity, light, airflow, hygiene and noise).

Data from the QEH&S system is evaluated to determine if the work environment is sufficient for achieving product conformance or if there's a preventive or a corrective action related to the work environment is required.

7.1.5. Monitoring and measuring resources:

7.1.5.1. General:

Energya Power Cables management has identified and provided the resources needed to ensure valid and reliable results when monitoring or measurement is used to verify the conformity of products to requirements. **Energya Power Cables** management ensures that the resources provided:

1. Are suitable for the specific type of monitoring and measurement activities being undertaken.
2. Are maintained to ensure their continuing fitness for their purpose.

According to **Energya Power Cables** QEH&S Management System, it retains appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.

7.1.5.2. Measurement Traceability:

Energya Power Cables considers measurement traceability when measurement traceability is a requirement, or is to be an essential part of providing confidence in the validity of measurement results.

All measurement and monitoring devices that are used in **Energya Power Cables**, needed to provide an evidence of conformity of the product, are subjected for calibration process, wherever that process was conducted whether internally or externally.

While it's necessary to ensure valid results, measuring equipment is:

- Specified intervals (Annual plan or prior to instrument used) for all used measuring devices either used in laboratories or a work place that's issued and implemented regularly.
- Adjusted or re-adjusted as necessary.
- Identified to enable the calibration status to be determined.
- Safeguarded from adjustments that would invalidate the measurement result.
- Protected from damage and deterioration during handling, maintenance and storage.

In addition, Quality Control assesses and records the validity of the previous:

- Calibration may be held in house or externally at notified and registered national agencies to ensure professionalism of calibration.
- In case of lack the facilities to calibrate devices locally in EGYPT, overseas calibration is conducted.
- Built-in measurement devices on the production machines are also subjected for periodic calibration or verification depending on their sound of influence on product quality to ensure product conformity to the requirements.
- **Energya Power Cables** determines if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary.

A documented procedure under title of "control of measuring & monitoring devices" is issued for more details.

➤ *Control of Measuring & Monitoring Devices Procedure no [QA-07].*

7.1.6. Organizational knowledge

Energya Power Cables determines the knowledge necessary for the operations of its processes and to achieve conformity of products. This knowledge is maintained and being available to the extent necessary. When addressing changing needs and trends, **Energya Power Cables** considers its current knowledge and determines how to acquire or access any necessary additional knowledge and required updates.

Organizational knowledge can be based on:

- A. Internal sources (e.g. intellectual property, knowledge gained from experience, lessons learned from failures and successful projects, capturing and sharing undocumented knowledge and experience, the results of improvements in processes, products and services).
- B. External sources (e.g. standards, academia, conferences, gathering knowledge from customers or external providers).

➤ *Employees Training, Awareness, Development, Competence and Knowledge Procedure no. [TR-01].*

7.2. Competence

Energya Power Cables human resources defines the job specification, skills needed for all employees, especially those whose affecting quality of product as per job description card. Also as a motivation factor carrier path of each job has been defined and specified.

If the selected employee is qualified but needs to increase some specific skills, a training and an awareness are conducted to satisfy the required needed. Details of training system and procedures are detailed in the documented procedures "Employees Training".

Customer complaints, defected products and qualification matrix sheet are the main sources for assigning training needs. System for training effectiveness measurement and evaluation is setup to ensure the training process is effective and adds a new value.

7.3. Awareness:

Energya Power Cables conducts an awareness Training for newly hired employees during the first week of their employment to explain:

- a. The QEH&S policy.

- b. The relevant QEH&S objectives.
- c. Their contribution to the effectiveness of the QEH&S management system, including the benefits of the improved performance.
- d. The implications of not conforming to the QEH&S management system requirements.

7.4. **Communication, Consultation and participation of workers:**

Energya Power Cables organization top management has established an internal and an external communication to maintain and develop the QEH&S. So many methods are established to enhance internal communication such as:

1. A regular meeting between managers of departmental functions.
2. Provision of many resource to facilitate internal communications such as :-
 - a. A 24 hour ADSL internal & E-mail service internally in factory premises.
 - b. An internal memo to describe and discuss any vital subjects.
 - c. A circulation of minutes of management review meetings, Internal Audit Closing meetings, and other routine business communication.
 - d. A meeting with the Sales department and customers to identify customer requirements.
 - e. A meeting with the External Provider to solve any quality issues or delivery date.
 - f. A meeting with Governmental Authority for any issues related to manufacturing and environmental health and safety.

Energya Power Cables consults and participates the workers at all applicable levels and functions, and where they exist workers' representatives, in the development, planning, implementation, performance evaluation and actions for improvement of the OH&S management system.

➤ **Communication, Consultation and Participation Procedure no. [QA03].**

7.5. **Documented information:**

7.5.1. **General:**

Energya Power Cables determines and manages the family of existing documented information needed to ensure the conformity of QEH&S Management System to *ISO 9001:2015/ ISO 14001:2015 , ISO 45001:2018 and BASEC PCR] standards* requirements.

Energya Power Cables documented information system has a four tier hierarchal structure (The Four-Tier Pyramid Concept that covers the total requirements of its defined system).

7.5.1.1. **Level 1 (QEH&S INTEGRATED MANGEAMNT MANUAL):**

This QEH&S Manual has been prepared to describe **Energya Power Cables** QEH&S. Each section of the manual references documented QEH&S procedures relating to the requirements outlined in that section. The Process Flow diagram at Appendix A shows the interaction between the processes of QEH&S.

7.5.1.2. **Level 2 (PROCEDURES):**

These documents describe the actual process and controls applied to all activities concerned within the defined areas (Departments), which are identified in the organizational structure. These procedures describe in detail how each department function, structure, responsibilities and activities, within agreed boundaries and interfaces, dealing how work is received, processed and completed or transferred to other departments. Departmental procedures are mandatory documents and as such are subjected to document control and change control procedures.

7.5.1.3. **Level 3 (WORK INSTRUCTIONS):**

These documents are detailed work instructions that are applicable to each departmental section. They describe how a specific task is carried out.

Work instructions are mandatory documents and as such subject to document control and change control procedures. For most departments, the number of formal Work Instructions is very small, and in these cases the Departmental Procedures Manual is

used as the instruction vehicle, which appropriate reference to Level 4 documents.

7.5.1.4. **Level 4 (RECORDS):**

Records provide objective evidence of demonstrate conformance to specified requirements contained in the QEH&SS. Normally, records are retained for 3 years. These records are used at any levels and tiers to indicate conformity and distributions of the documentation in the used places. Other documentations are used such as a specification sheet, drawing, data sheet and external documentation (such as standards) to achieve the effectiveness and efficiency of **Energya Power Cables** QEH&S.

7.5.2. **Creating and Updating:**

Creating and updating Documented Information, according to *Procedure [QA-01]*, defines the requirements for the creation, review, approval, distribution, use and revision of **Energya Power Cables** QEH&S management system documents.

The (**QA-01**) procedure is applied only to documents which instruct **Energya Power Cables** staff on how to carry out activities and tasks; this includes manuals, procedures, forms and instructional sheets or posters. Documents outside of this scope do not require control.

➤ *Documented Information Proc. [QA-01].*

7.5.3. **Control of documented information:**

All The Documented Information that are a part of QEH&S management system must be controlled to ensure the following requirements are available.

This procedure defines the process for:

- Approving documents for adequacy prior to issue.
- Reviewing and updating as necessary and re-approving documents.
- Ensuring that changes and current revision status of documents are identified.
- Ensuring that relevant versions of applicable documents are available at points of use.
- Ensuring that documents remain legible and readily identifiable.
- Ensuring that documents of external origin are identified and their distribution controlled, and
- Preventing the unintended use of obsolete documents and to apply suitable identification to them if they are retained for any purpose.

All records are treated in a way to provide evidence that a part of QEH&S process and /or requirements are implemented effectively. The records resulting from processes and operations are kept in a way (whether electronically or not) to ensure that:

- All Kept records are easily reachable by precise filing system.
- All Kept records are readable and obvious.
- All Kept records are well-identified and well-indexed.
- All records should be kept in a way to ensure and facilitate the retrieval and recalling of such record whenever needed.
- The identification of storage conditions and protection required for the record that's maintained.

7.5.3.1. **Control of electronic data:**

The computerized data that related to QEH&S is subjected to be controlled, identified its authorities and easily reach to it.

Related Procedures:

- *Quality QEH&S Manual [QEH&SM-01].*
- *Documented Information Procedure no.[QA -01].*

Section 8: Operation:

8.1. Operational Planning and Control:

QEH&S of the **Energya Power Cables** identifies, plans for and documents our products realization processes to ensure consistency with all applicable requirements, including customer requirements and related QEH&S objectives and requirements for specific products and any/all applicable statutory/legal requirements. The outputs of product realization planning include the specific methods, facilities, equipment, people and materials needed to achieve all desired results for a particular product or contract. Essentially, the outputs of the quality planning process are applicable to all products are the traveler, work instructions. The outputs of quality planning are carried out in accordance with planned monitoring and measurement activities which may also include the use of appropriate statistical techniques.

- *Planning Procedure no. [PL-01].*
- *Work Order Implementation & Identification and traceability Procedure no. [PR-01].*

8.2. Requirements for Products and Services:

8.2.1 Customer communication:

The Technical office department directly contact with sales department of Energya Cables to get on any customer feedbacks or comments about products and detect the customer committee visit to perform electrical and non electrical tests for cables.

Quality assurance department responsible for search and study and improve any customer feedbacks include customer complaint and customer survey during customer committees

8.2.2 Determining the requirements for products and services

The sales for the **Energya Power Cables** provide the Technical office in the company with all the products requirements which include sales order, contract review.

The customer requirement is then forwarded by technical office to relevant corresponding Department such as QC department-production and planning- costing departments) to determine and understand the customer requirement to be sure that all of them are within our capabilities and product range.

8.2.3 Review of requirements for products and services

The Technical office is responsible for receiving the product requirements from the sales and starts to evaluate, review and determine the cables requirements and sends to the Planning department with Technical Data sheet (TDS) to determine the delivery date, and then sends a contract review to the Costing department to determine the cost and finally to the Sales for **Energya Power Cables** to send the final offer to the customer.

- *Technical Office Procedure no. [TO-01].*

8.2.4 Changes to requirements for products and services

Any change on the construction or raw materials for the certified cables will not be implemented prior an acceptance from Certification Body

The Technical office is responsible to ensure that relevant documented information is amended and all that relevant departments are aware of the changed requirements if the products requirements have been changed according to TO procedure.

- *Technical Office Procedure no. [TO-01].*

8.3. Design and Development of Products and Services:

8.3.1. General

Energya Power Cables has established, implemented, and maintains a design and development process that is appropriate to ensure the subsequent provision of products and services.

8.3.2. Design and Development Planning

In determining the stages and controls for design and development, Energya Power Cables considers:

- a) The nature, duration, and complexity of the design and development activities;
- b) The required process stages, including applicable design and development reviews;
- c) The required design and development verification and validation activities;
- d) The responsibilities and authorities involved in the design and development process;
- e) The internal and external resource needs for the design and development of products and services;
- f) The need to control interfaces between persons involved in the design and development process;
- g) The need for involvement of customers and users in the design and development process;
- h) The requirements for subsequent provisions of products and services;
- i) The level of control expected for the design and development process by customer and

other relevant interested parties; and
j) The documented information needed to demonstrate that design and development requirements have been met.

8.3.3. Design and Development Inputs

Energya Power Cables determines the requirements essential for the specific types of products and services

to be designed and developed. Energya Power Cables considers:

- a) Functional and performance requirements;
 - b) Information derived from previous similar design and development activities;
 - c) Statutory and regulatory requirements;
 - d) Standards or codes of practice that Energya Power Cables has committed to implement; and
 - e) Potential consequences of failure due to the nature of the products and services.
- Inputs are adequate for design and development purposes, complete, and unambiguous. Conflicting design and development inputs are resolved.

Energya Power Cables retains documented information on design and development inputs.

8.3.4. Design and Development Controls

Energya Power Cables applies controls to the design and development process to ensure that:

- a) The results achieved are defined,
- b) Reviews are conducted to evaluate the ability of the results of design and development meet requirements;
- c) Verification activities are conducted to ensure that the design and development outputs meet the input requirements;
- d) Validation activities are conducted to ensure that the resulting products and service meet the requirements for the specified application or intended use;
- e) Any necessary actions are taken on problems determined during the reviews, or verification and validation activities; and
- f) Documented information of these activities is retained.

8.3.5. Design and Development Outputs

Energya Power Cables ensures that design and development outputs:

- a) meet the input requirements;
- b) are adequate for the subsequent processes for the provision of products and services;
- c) include or reference monitoring and measuring requirements, as appropriate, and acceptance criteria;
- d) specify the characteristics of the products and services that are essential for their intended purpose and their safe and proper provision.

The Energya Power Cables retains documented information on design and development outputs.

8.3.6 Design and development changes

Energya Power Cables identifies, reviews, and controls changes made during, or subsequent to, the design and development of products and services, to the extent necessary to ensure that there is no adverse impact on conformity to requirements.

Energya Power Cables retains documented information on:

- a) Design and development changes;
- b) The results of reviews;
- c) The authorization of the changes; and
- d) The actions taken to prevent adverse impacts.

➤ *Design & Development Procedure no. [TO-02].*

8.4. Control of externally provided processes, products and services:

8.4.1 General

Energya Power Cables will be establish a documented procedure to ensure that externally provided processes, products and services purchased conforms to the specified purchase requirements when:

1. Products and services from external providers are intended for incorporation into **Energya Power Cables** own products and services.
2. Products and services are provided directly to the customer(s) by external providers on behalf of **Energya Power Cables**.
3. A process, or part of a process, is provided by an external provider as a result of a decision by **Energya Power Cables**.

The procedure outlines the extent of control required for suppliers. Suppliers and Service Providers are evaluated and selected based on their ability to supply product in accordance with requirements as outlined in the procedure. Criteria for selection, evaluation and re-evaluation are identified and documented in the procedure. Records of the evaluation and

any necessary actions are maintained as quality records.

➤ *Purchasing Procedure no. [PU-01].*

8.4.2 Type and extent of control:

Energya Power Cables ensures that externally provided processes, products and services do not adversely affect Energya Power Cables's ability to consistently deliver conforming products and services to its customers.

Energya Power Cables:

- a) Ensures that externally provided processes remain within the control of its quality management system;
- b) Defines both the controls that it intends to apply to an external provider and those it intends to apply to the resulting output;
- c) Takes into consideration:
 - 1. The potential impact of the externally provided processes, products and services on Energya Power Cables's ability to consistently meet customer and applicable statutory and regulatory requirements;
 - 2. The effectiveness of the controls applied by the external provider;
- d) Determines the verification, or other activities, necessary to ensure that the externally provided processes, products and services meet requirements. *Energya Power Cables ensure that externally provided processes, products and services do not adversely affect on its ability to consistently deliver conforming products and services to its customers.*

Energya Power Cables ensure that the externally provided processes remain within the control of its QEH&S management system.

Energya Power Cables defines both of the controls that it intends to apply to an external provider and those it intends to apply to the resulting output.

Energya Power Cables take into consideration:

- 1. The potential impact of the externally provided processes, products and services on the organization ability to consistently meet customer and applicable statutory and regulatory requirements.
- 2. The effectiveness of the controls applied by the external provider.

Energya Power Cables determines the necessary verification or other activities to ensure that the externally provided processes, products and services meet the requirements.

8.4.3. Information for external providers:

Purchasing information describes the Items and materials must be carefully identified to prevent undesired purchasing, and included where appropriate:

- 1. Requirements for approval of product, processes and equipment.
- 2. Requirements for qualification of personnel.
- 3. QEH&S management system.

The purchasing documents are reviewed to ensure the adequacy of requirements before orders are placed with the external providers.

8.5. Production Provision:

8.5.1 Control of production provision:

Energya Power Cables plans and carries out production and service provisions under controlled conditions. Controlled conditions include, as applicable:

- The availability of information that describes the characteristics of the product
- The availability of work instructions.
- The use of suitable equipment.
- The availability and use of monitoring and measuring devices.
- The implementation of monitoring and measurement processes.
- The implementation of release, delivery and post-delivery activities.
- The implementation of actions to prevent any human error.
- The validation and periodic revalidation, of the ability to achieve planned results of the processes for production and service provision, where the resulting output

cannot be verified by subsequent monitoring or measurement as conductor(wire) welding and it is done by Competent Welders .

- The implementation of release, delivery and post-delivery activities.

8.5.2. Identification and Traceability:

The incoming material identified and tested by Energya Power Cables code refers to batch & lot number and the supplied date/number to be easily identified and traceable in production and quality reports and tags.

Products in all manufacturing processes are identified through each stage of production by identification tag where it carries the work order data and the next processes.

After conducting the inspection and testing activities of the product at all stages of processing and manufacturing. A quality control signature or stamp (when available) is being impressed on the identification label indicating acceptance of the product

In case of rejection, a hold tag is attached to the product and segregated and transferred to quarantine area.

In case of traceability is needed, record of productions and quality controls used to support product tracing.

➤ **Work Order Implementation & Identification and traceability Procedure no. [PR-01].**

8.5.3. Property belonging to customers or external providers:

In some cases, when the customer provides a raw material or an equipment or drums or finished cables to be electrically and non-electrically tested, all of these are considered as a customer property, and **Energya Power Cables** represented in all departments to be took care of. The customer property must be identified, verified, protected and safeguarded to be provided for use. If any customer property is lost, damaged or otherwise found an unsuitable tube for use, this is reported to the customer and records maintained.

8.5.4. Product Preservation:

ALL manufactured products, either in process or final product, are handled with high care to prevent damage.

All finished cables are treated with intensive care and stored in the specified conditions to ensure complying with customer specifications.

This preservation includes identification, handling, packaging, storage and protection. Preservation also is applied to the constituent parts and materials needed for the product.

All finished product are dispatched to customer through dispatch section of the main warehouse.

➤ **Material handling and storage procedure no. [WH-01].**

8.5.5. Post-delivery activities:

Energya Power Cables meets requirements for post-delivery activities associated with the products and services. In determining the extent of post-delivery activities that are required, by considering: Statutory and regulatory requirements.

The undesired potential consequences associated with its products and services.

The nature, use and intended lifetime of its products and services.

Customer requirements.

Customer feedback.

8.5.6. Control of changes:

The Technical office is responsible to ensure and Review that relevant documented information is amended, and that entire relevant Department are made aware of the changed requirements to ensure continuing conformity with requirements, when the requirements for products are changed according to TO-01 Procedure.

The Technical Office retains documented information describing the results of the review of changes, The Technical Office manager authorizing the change, and any necessary actions arising from the review.

➤ **Technical Office Procedure no. [TO-01].**

8.6. Release of Products and Services:

Energya Power Cables implements planned arrangements, at appropriate stages, to verify that the product and service requirements have been met.

The release of products and services to the customer shall not proceed until the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority and, as applicable, by the customer.

Energya Power Cables monitors and measures the characteristics of the product to verify that product requirements are fulfilled. This is carried out at appropriate stages of the product realization process identified in Monitoring, Measuring and Analysis of Product Realization Processes.

Evidence of conformity with the acceptance criteria is maintained. Records indicate the Person authorizes release of product. Product release does not proceed until all the planned arrangements have been satisfactorily completed, unless otherwise approved by a relevant authority, and where applicable by the customer.

➤ *Monitoring and Measurement of Product Procedure no. [QC-01].*

8.7. Control of Non-Conforming Outputs:

8.7.1. General:

Energya Power Cables ensures that outputs that do not conform to their requirements are identified and controlled to prevent their unintended use or delivery.

The organization shall take an appropriate action based on the nature of the non-conformity and its effect on the conformity of products and services. This shall also be applied to non-conforming products and services detected after delivery of products, during or after the provision of services.

Energya Power Cables deals with nonconforming outputs in one or more of the following ways:

- Correction.
- Segregation, containment, return or suspension of provision of products and services.
- Informing the customer.
- Obtaining authorization for acceptance under concession.

Conformity to the requirements shall be verified when nonconforming outputs are corrected.

8.7.2. Control of Non-Conforming Documentations:

Energya Power Cables retains documented information that:

- Describes the non-conformity.
- Describes the taken actions.
- Describes any concessions obtained.
- Identifies the authority deciding the action in respect of the nonconformity.

The company has ensured that the product that doesn't conform to TDS specification is identified and controlled to prevent its delivery.

All defected or rejected products are identified and segregated and labeled by hold tag and transferred to Quarantine area.

- The company deals with non-conforming products by one or more of the following ways:
 - By taking a suitable action to eliminate the detected non-conformity. Hence, repair the defects which are called correction.
 - By authorizing its release or acceptance under concession by Quality and production Managers and where applicable the customer himself.
 - Take the needed and suitable actions towards the defected Products by analyzing the root cause of defect to prevent recurrence which is called corrective actions.
 - In case that the product is not suitable for usage according to the specified customer requirement and/or it is difficult to transfer the product to another customer to meet his requirement, product may be scrapped.

- By holding the production activities records of the nature of conformities and any subsequent actions taken, including concession obtained are maintained. When nonconforming production is detected after delivery the company takes action appropriate to the defects, or potential defects, of the nonconformity to prevent customer from usage and unintended product application.

➤ *Control of Non-Conforming Product Procedure no. [QC-02].*

Section 9: Performance Evaluation:

9.1. Monitoring, Measurement, Analysis and Evaluation:

9.1.1. General:

Energya Power Cables determines the following:

- What needs to be monitored and measured?
- The methods for monitoring, measurement, analysis and evaluation needed to ensure valid results.
- When the monitoring and measuring shall be performed?
- When the results from monitoring and measurement shall be analyzed and evaluated?
- And also evaluate the performance and the effectiveness of the QEH&S management system and retain appropriate documented information as evidence of the results.

9.1.2. Customer Satisfaction:

It is one of the most important indicators to measure the overall company performance is our customer satisfaction where monitors information relating to customer perception as to whether the organization has fulfilled customer requirements. Handling of measuring satisfaction is the responsibility of QA by assistance of other departments. In case of comments or a bad evaluation, an oriented corrective action taken towards customer concern to prevent reoccurrence.

➤ *Customer Satisfaction Procedure no. [QA-05].*

➤ *Sales Procedure no. [SL- 01].*

9.1.3. Analysis and evaluation:

Energya Power Cables applies suitable methods for monitoring and where applicable measurement of the quality management system processes analysis and evaluation. These methods demonstrate the ability of the processes to achieve planned results. Planning for measurement and monitoring activities occurs throughout our organization executive management which evaluates the effectiveness of measurement as follows:

- Monitoring objective preference.
- Monitoring auditing continuous improvement activities.
- Non conformance Reports and customer feedback during management review meetings.
- Any other activities identified are implemented according to the resulting action item plan, which is recorded in the management review minutes of meeting.

This level of planning is focused on achieving an improvement to the quality management system. When planned results are not achieved, a correction and a corrective action is taken, as appropriate, to ensure conformity of the product.

9.2. Internal Audit:

The company conducts internal audits at planned intervals to determine whether or the QEH&S management system conforms to the requirements of [ISO 9001-2015, ISO14001-2015 and ISO 45001:2018] and whether or not the system has been effectively implemented and maintained. Such audits are in accordance with the documented procedure titled by "internal audit". The procedure defines the requirements for qualified internal auditors, for conducting audits program, and

for recording the results and reporting them to management.

The QA is responsible for scheduling and managing regular internal QEH&S audits.

Each area of the company that affects product QEH&S will be scheduled for internal audits according to the status and importance of the activities being audited (taking into consideration the results from previous audits).

Audits are performed by trained, qualified auditors who are independent of activities being audited, findings are recorded which are submitted to MR to follow up the taken timely corrective action. Once the action is completed, the MR verifies the effective implementation of corrective action during subsequent audits or special follow-up audits.

Audit findings and results are reviewed at management review meeting.

Definitions:

Internal Audit:

This is a process for checking and evaluating the activities to ensure that these activities comply with safety, quality and environmental systems.

Internal Auditor:

Internal auditor is a staff member of Energya Power Cables Company who is trained to carry out internal audits.

Auditee:

The department which is being audited.

Internal audit plan:

This is a form, which identifies the annual plan of internal audit.

Nonconformity:

It is the deviation / noncompliance of the activities from the system.

Major nonconformity:

Total breakdown of the Safety, Quality and Environmental system.

Minor nonconformity:

Partly noncompliance of the Safety, Quality and Environmental system.

Observation:

General comments on the Safety, Quality and Environmental system.

Internal audit checklist:

It is a form on which the auditor writes questions down to be asked during the internal audit.

Internal audit report:

This is a form, which is filled in by the internal auditors within one week after completion of internal audit.

➤ *Internal Audit procedure no. [QA-08].*

9.3. **Management Review:**

9.3.1. **General:**

Energya Power Cables top management reviews over all divisions performance *twice / year* to ensure continuous improvement.

9.3.2. **Management Review Inputs:**

The implementation and effectiveness of the documented QEH&S System is being reviewed in the Management Review meetings.

In the Management Review meetings, following shall be taken up for discussion/review:

- The status of actions from previous management reviews.
- Changes in external and internal issues which are relevant to the QEH&S management system.
- Consultation and participation.
- The adequacy of resources.
- The effectiveness of actions taken to address risks and opportunities.
- Opportunities for improvement.

- BASEC Approved Products (PCR)
- Information on the performance and effectiveness of the QEH&S management system, including Trends in:
 - Customer satisfaction and feedback from relevant interested parties.
 - The extent to which QEH&S objectives have been met.
 - Process performance and conformity of products and services.
 - Nonconformities and corrective actions.
 - Monitoring and measurement of results.
 - Audit results.
 - The performance of external providers.

9.3.3. Management Review Outputs:

Final decisions and actions agreed upon during meeting should be documented; after completing the meeting, minutes of meeting should be raised and circulated to the attendants after meeting by max 2 working days later. These decisions and actions should but not limited to:

- Improvement of QEH&S effectiveness.
- Improvement of performance of processes throughout organization, especially those related to the customer and supplied products.
- Definitions of resources needed with reference to agreed upon budget.

A documented procedure titled "management review" is issued to specify and Controls Management Review.

➤ *Management Review Procedure no. [QA-06].*

Section 10: Improvement:

10.1. General:

Energya Power Cables improves the effectiveness of the QEH&S management system through the effective implementation of the company policy, QEH&S objectives, audit results, analysis of data, corrective and management review, to meet customer requirements and enhance customer satisfaction.

10.2. Nonconformity and Corrective Action:

Energya Power Cables takes action to eliminate causes of nonconformities in order to prevent recurrence. Corrective actions are appropriate to the effects of the nonconformities encountered. A documented procedure defines requirements for:

- Reviewing nonconformities (including customer complaints)
- Determining the causes of nonconformities.
- Evaluating the need for an action to ensure that nonconformities don't recurrence.
- Determining and implementing action needed.
- Results Records of the action taken.
- Reviewing the corrective action taken.

➤ *Corrective Action & Recall Procedure no. [QA-09].*

To ensure that all out-of-specification Cables that is in the market (i.e. after delivery) is returned, recalled or withdrawn and handled so as to protect safety.

10.3. Continual Improvement:

Energya Power Cables continually improve the suitability, adequacy and effectiveness of the QEH&S management system. Energya Power Cables consider the results of analysis and evaluation, and the outputs from management review, to determine if there are needs or opportunities that shall be addressed as part of continual improvement.

Energya Power Cables' organization uses many type of method to present the conformity of Product, conformity to QEH&S requirements and hence define the opportunities for continuous improvement

needed to evaluate the effectiveness of QEH&SS

- Examples of these types are:
 - Measuring, Testing and inspections.
 - Auditing
 - Use of statistical techniques to demonstrate the improvements such as x- bar , flow charts , Pareto chart, Histogram chart, Scattered chart , Fish bone diagrams ,etc..).
 - Regular generate reports. Measuring the process performance, efficiency of QEH&S.
 - Company collects and analyzes data that provides information on:
 - Customer satisfaction and dissatisfaction either from survey or meeting.
 - Customer to specifications and nonconformity product types and grade.
 - QEH&S objectives and its performance measures.
 - The characteristic of processes and trends of improvement.
 - Supplier performance and accepted and rejected materials.
- Above results analysis provide us the information needed to evaluate our QEH&S Management System and determine its suitability and effectiveness By used Statistically Techniques such as seven quality tools (X-bar, Flow charts, Pareto chart, Histogram Chart, Scattered Chart, Fish-Bone diagrams, etc...).

➤ **Continual Improvement Procedure no. [QA-02].**

RESPONSIBILITIES

➤ **Managing Director (General Manager for EPC):**

He is responsible for the following:

1. Definition of organizational structure.
2. Approving the company's QEH&S policy.
3. Approving the QEH&S manual.
4. Definition of QEH&S objectives.
5. Conducting a periodic review of the QEH&S system to ensure its effectiveness.

➤ **Operations Director:**

Directly reports to the General Manager. He is a member in the Steering Committee. He is responsible through the designated personnel for:

1. The review of esquires and orders to establish capability to meet contractual requirements with respect to processes and delivery date.
2. Procedures for product identification and tractability.
3. The control of manufacturing trials to establish process capability.
4. The issue of technical instructions and process instructions for process control.
5. Ensuring that manufacturing equipment is in a satisfactory state of repair to achieve the required process capability.
6. The review and disposition of nonconforming product.
7. The review the Corrective action.
8. The monitoring of process characteristics for statistical techniques.
9. Organizing, directing and controlling the equipment and machinery service and maintenance.
10. Replacement, extensions and importing equipment.
11. Ensuring the training of personnel within Operation Deb. to meet job requirement and Development.
12. Managing QC , Technical office, Maintenance and Planning Department.

➤ **Planning Manager:**

He is a member in the steering committee. He is responsible for:

1. The planning and scheduling of the factory to achieve the required levels output and to ensure on time delivery according to contract commitments to customers.
2. The implementation of policy objectives with respect to manufacturing, planning and areas.
3. Ensuring the training of personnel within planning department to meet job requirements and development.
4. The tractability process.

➤ **Supply Chain Manager:**

Directly Reports to the General Manager. He is a member in the Steering Committee. He is responsible for:

1. Purchasing procedures.
2. Preparing of approved vendor list.
3. The raising of purchasing documents.
4. The receipt of the raw materials into stores.
5. Handling, storage, identification and preservation of raw materials.
6. The issue of raw materials to manufacturing.
7. The receipt of finished goods into the dispatch store.
8. Handling, storage, identification and preservation of finished product.
9. The loading of dispatch jowl onto Lorries in a manner which ensures that the product is secure from damage during transportation.
10. Dispatch procedures.
11. Material recovery.
12. Ensuring the training of personnel within the stores to meet job requirements and development.
13. Insures the purchased material doesn't affect the environment.

➤ **Human Resource Manager:**

Directly Reports to the General Manager. He is a member in the Steering Committee. He is responsible for:

1. Implementing the company training policy.
2. Procedures for controlling training activities.
3. Procedures for the selection, hiring and employing of new work force.
4. Disciplinary procedures.
5. The maintenance of personnel records.
6. The implementation of security measures to ensure that company property is not Will fully damaged miss-appropriated or subject damage or deterioration through Negligence.
7. The Co-ordination of transportation for employees to get to and from the work place.
8. Ensuring the training of personnel within the Administration Department to meet Job requirements and development.

➤ **Quality Assurance Director (Quality Assurance Manager for EPC):**

Directly Reports to the General Manager. He is a member of the Steering Committee. He is responsible for:

1. The control of documented information.
2. Company policy for QEH&S records.
3. Internal QEH&S audits.
4. Ensuring the training of personnel within the Quality Assurance Department to meet job requirements and development.
5. Using Statistical techniques.
6. Planning and conducting the internal audit program in accordance with the procedures and specific to the plan and reporting on the results to the management representative to comply with international standards and legal and regulatory requirements.
7. Following-up implementation of corrective actions which are about the company lack of matches and customer complaints.
8. Preparing for meetings of the management review and follow up implementation of all resolutions, recommendations and any requirements.
9. Preparation of the QEH&S procedures, manual.

➤ **Technical Office & Design Manager:**

He is a member in the Steering Committee through designated personnel. He is responsible for:

1. Preparation and submitting the technical data sheets according to the international standard and comply with customer requirement.
2. Preparation of the customer's Technical Offers to describe the financial quotations.
3. Technical Support of sales staff.
4. Development of Technical Manual for all raw materials.
5. Updating the technical catalog of the company.
6. Visiting to customers and consultants for approving the company for the projects.

7. Development, implementation and maintaining the cost reduction of cables.
8. Design Cables based on the customer Requirements and international Standers
9. Preparation of quality plans

➤ **Quality Control Manager:**

He is reported to Operations Director and responsible for:

1. The review enquires and orders to establish quality and test requirements.
2. The verification of purchased products.
3. Inspection and testing.
4. Control of inspection, measuring and test equipment.
5. Inspection and test status.
6. Control of nonconforming product.
7. Statistical Techniques.
8. Conducting all calibration Activities inside the company.

➤ **ICT Manager:**

Directly Reports to the General Manager. He is a member of the steering Committee. He is responsible for:

- 1- Updating communication & information systems continually.
- 2- Ensuring that communication systems, internal & external webs & backup systems work effectively.
- 3- Making data securing systems and update them continually.
- 4- Put work priorities according to the company & customer requirements.
- 5- Follow up implementation of IT plans & strategies.
- 6- Making training plans to develop work effectiveness.

➤ **EH&S Manager:**

Directly Reports to the General Manager. He is responsible for:

1. Develop and execute Environmental, Health and Safety plans in the workplace according to legal guidelines.
2. Prepare and enforce policies to establish a culture of Environmental, Health and Safety.
3. Evaluate practices, procedures and facilities to assess risk and adherence to the law.
4. Conduct training and presentations for health and safety matters and accident prevention.
5. Monitor compliance to policies and laws by inspecting employees and operations.
6. Inspect equipment and machinery to observe possible unsafe conditions.
7. Investigate accidents or incidents to discover causes and handle worker's compensation claims.
8. Recommend solutions to issues, improvement opportunities or new prevention measures.
9. Report on Environmental health and safety awareness, issues and statistics.

Top Management Representative Delegation



Management Representative Delegation

Managing Director Decision

Issue date: 01/06/2018

After reviewing the internal regulations of energycables

Article (1):- Appoint Eng. Raafat Atta as ISO Top Management Representative for QEH&S Management System in addition to others related duties.

Article (2):- the ISO Top Management Representative for EPC and PTS responsible for the following:-

- 1) Taking accountability of the effectiveness of the QEH&S management system.
- 2) Ensuring that the QEH&S Policy is communicated, understood and applied within the Organization
- 3) Taking overall responsibility and accountability for the prevention of work-related injury and ill health, as well as the provision of safe and healthy workplaces and activities
- 4) Ensuring that the QEH&S policy and related QEH&S objectives are established and are compatible with the strategic direction of energycables ;
- 5) Ensuring the integration of the QEH&S management system requirements into the organization's business processes;
- 6) Ensuring that the resources needed to establish, implement, maintain and improve the QEH&S management system are available;
- 7) Communicating the importance of effective QEH&S management and of conforming to the QEH&S management system requirements;
- 8) Ensuring that the QEH&S management system achieves its intended outcome(s);
- 9) Directing and supporting persons to contribute to the effectiveness of the QEH&S management system;
- 10) Ensuring and promoting continual improvement;
- 11) Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility;
- 12) Developing, leading and promoting a culture in the organization that supports the intended outcomes of the QEH&S management system;
- 13) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities;
- 14) Ensuring the organization establishes and implements a process(es) for consultation and participation of workers
- 15) Supporting the establishment and functioning of health and safety committees
- 16) Promoting the use of the process approach and risk-based thinking.

Managing Director Eng: Yasser Sharkas

قرار المدير العام للمجموعة

تاريخ الإصدار: 2018/06/01

بعد مراجعة اللوائح الداخلية لمجموعة أيجيكا للتقنيات
الموافق (1):- . تقرر تعيين المهندس رافت عطا ممثل للإدارة العليا للنظم الأيزو للجودة
والبيئة والسلامة والصحة المهنية بالانضمام إلى واجباته الأساسية المكلف بها

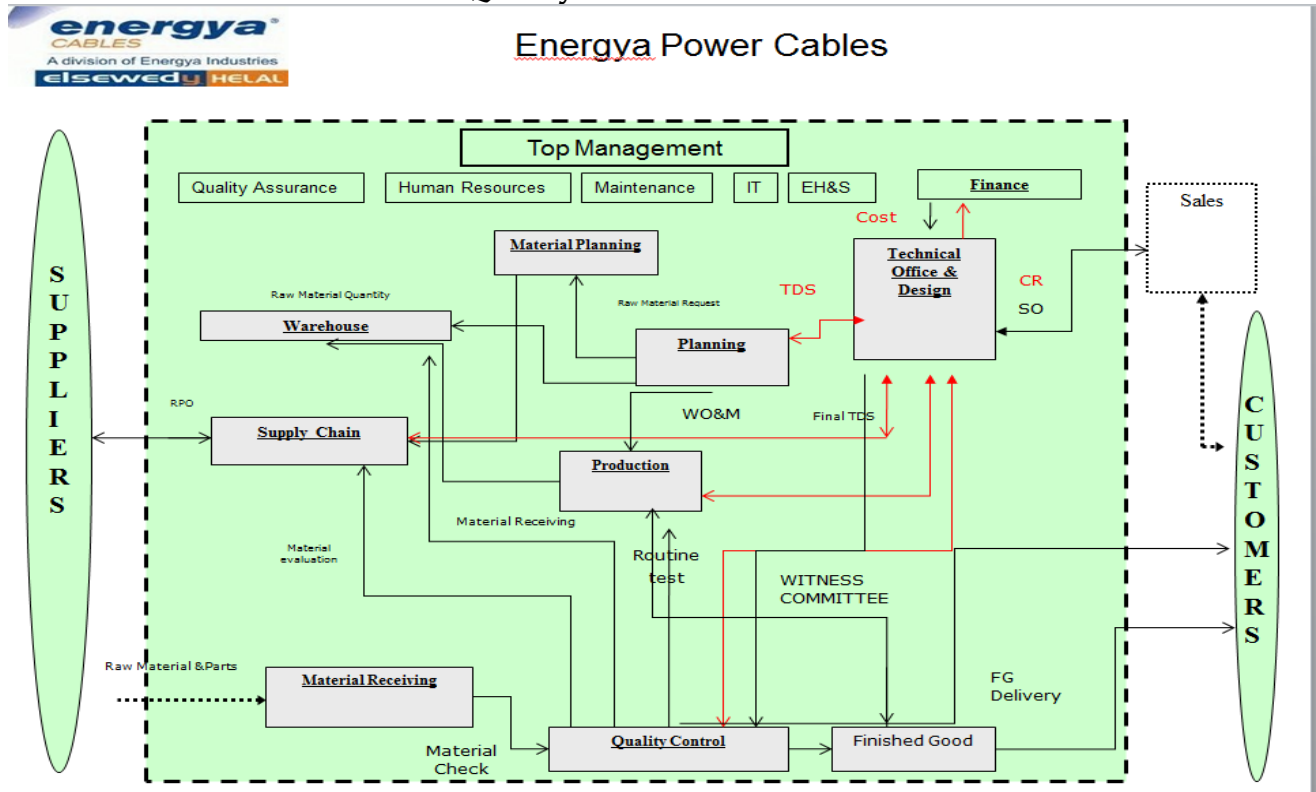
الموافق (2):- . ممثل للإدارة العليا للنظم الأيزو لكل من شركة أيجيكا للتقنيات الطاقة
والبرجيا الطاقة والحلول المتكاملة مسؤول عن ما يلي :-

- 1*- أخذ المسئولية عن فعالية نظام إدارة الجودة والبيئة والسلامة والصحة المهنية
- 2*- ضمان أن سياسة الجودة والبيئة والسلامة والصحة المهنية تم توصيلها وفهمها ويتم تطبيقها
بشكل الفعالة
- 3*- تحمل المسؤولية والمسئولية الشاملة عن الفعالية من أهداف العمل والقرارات المتخذة والعمل
المتخذ عن توفير أماكن عمل والنشاطات آمنة وصحية .
- 4*- التأكد من سياسة الجودة والبيئة والسلامة والصحة المهنية وأهداف الجودة والبيئة والصحة
والسلامة المهنية التي تم عملها تتكامل متشابهة ومتشابهة مع التوجه الاستراتيجي وسبل عمل
المجموعة
- 5*- ضمان دمج عمليات ومخرجات نظام إدارة الجودة والبيئة والسلامة والصحة المهنية في
عمليات الشركة
- 6*- ضمان توفر الموارد اللازمة لإنشاء نظام إدارة الجودة والبيئة والسلامة والصحة المهنية
وتطبيقها وصيانتها وتحسينها
- 7*- نشر أهمية توافق أنظمة نظام إدارة الجودة والبيئة والسلامة والصحة المهنية
مع متطلبات نظام إدارة الجودة والبيئة والسلامة والصحة المهنية
- 8*- التأكد من أن نظام إدارة الجودة والبيئة والسلامة والصحة المهنية
يحقق النتائج المرجوة
- 9*- توجيه ودعم الأشخاص للمساعدة في فعالية نظام إدارة الجودة والبيئة والسلامة والصحة
المهنية
- 10*- تهيئة وتعزيز التحسين المستمر لأنظمة إدارة الجودة والبيئة والسلامة والصحة المهنية
- 11*- دعم إدارة الإدارة الأخرى ذات الصلة لإظهار أهميتها لأتباعها تطبيق على مجالات مسؤولياتها
- 12*- تطوير وإيجاد وترويج ثقافة في مجموعة أيجيكا التي تدعم النتائج المرجوة من نظام
الجودة والبيئة والسلامة والصحة المهنية
- 13*- حماية العمال من الاعتداءات نتيجة هذه الإبلاغ عن المخاطر والاضطرابات والقرصنة
- 14*- التأكد من أن الشركة تتبع وتنفذ عملية (عمليات) للتطوير ومشاركة العاملين
- 15*- دعم إنشاء وتشغيل لجان السلامة والصحة المهنية
- 16*- تعزيز استخدام نهج العملية والتغيير المستمر على المستويات

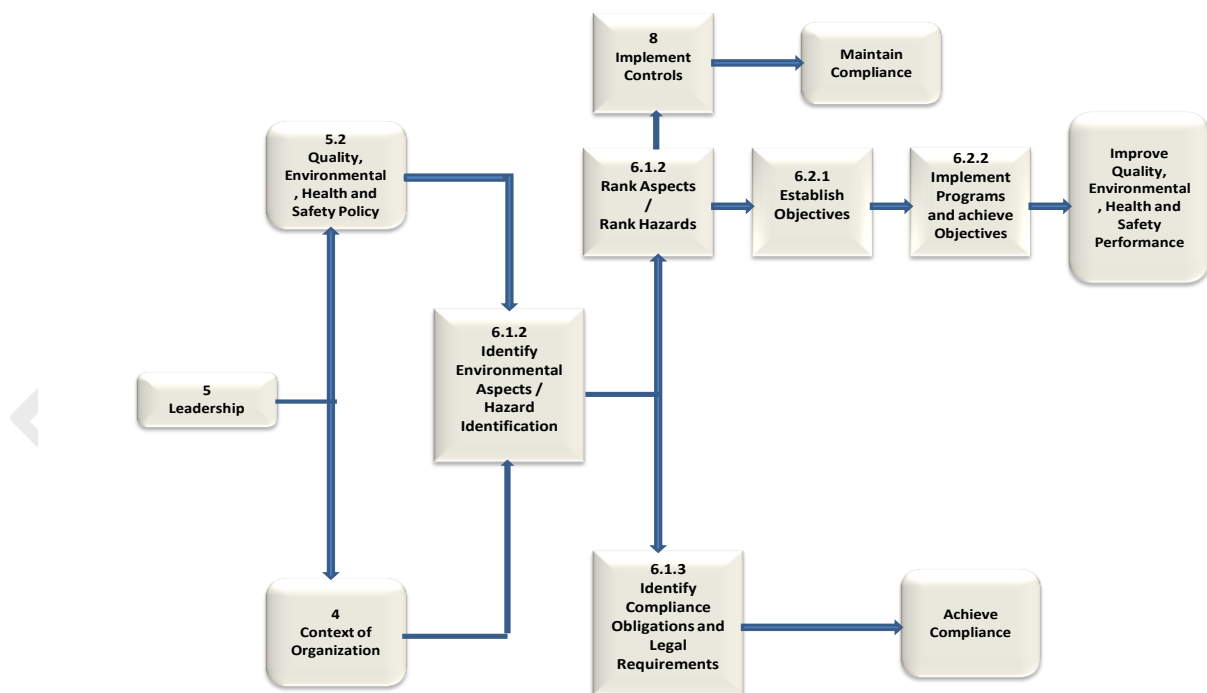
مدير عام المجموعة
مهندس ياسر شركاس

APPENDIX (A)

Quality Process Interaction



Environmental Health and Safety Process Interaction

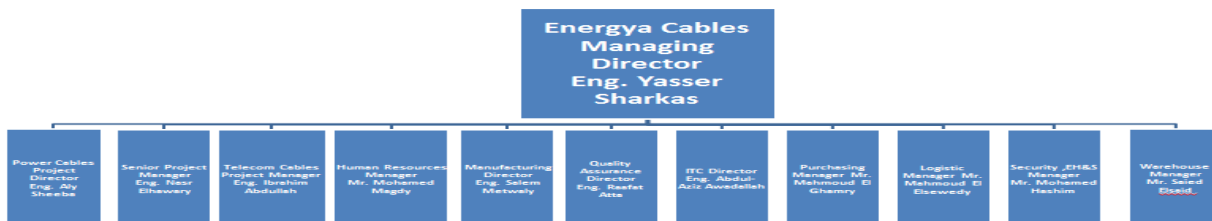


APPENDIX (B)



Issue Number :- 01
Issue Date :-01/01/2020

Energya Cables Organization Chart

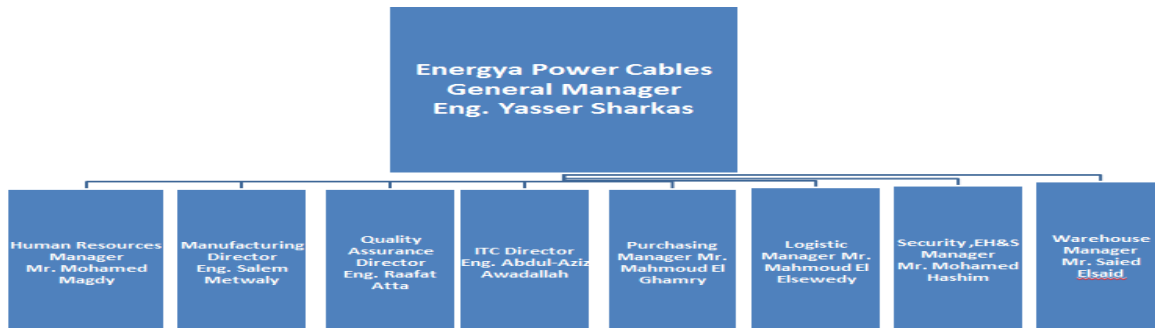


Approved By Eng. Yasser Sharkas



Issue Number :- 01
Issue Date :-01/01/2020

Energya Power Cables Organization Chart



Approved By Eng. Yasser Sharkas



Issue Number :- 01
Issue Date :-01/06/2018



Approved By Eng. Yasser Sharkas

APPENDIX (C)

QEH&S Management System Procedures

Index	Documented Information	Code	1 st Issue Date
1	Work Order Implementation & Identification and traceability Procedure	PR-01	01/07/2011
2	Maintenance Procedure	MN-01	01/07/2011
3	Purchasing Procedure	PU-01	01/07/2011
4	Planning Procedure	PL-01	01/07/2011
5	Technical Office Procedure	TO-01	01/07/2011
6	Design and Development Procedure	TO-02	20/03/2019
7	Material Handling and Storage Procedure	WH-01	01/07/2011
8	Monitoring and control of Products Procedure	QC-01	01/07/2011
9	Selection and Recruitment Procedure	HR-01	01/07/2011
10	Training, Development, Competence and Knowledge Procedure	TR-01	01/07/2011
11	Sales Procedure	SL 01	01/12/2015
12	Documented Information Procedure	QA-01	01/07/2011
13	Continual Improvement Procedure	QA-02	01/06/2018
14	Customer Satisfaction Procedure	QA-05	01/07/2011
15	Management Review Procedure	QA-06	01/07/2011
16	Calibration Procedure	QA-07	01/07/2011
17	Internal QEH&S Audit Procedure	QA-08	01/07/2011
18	Corrective Action & Recall Procedure	QA-09	01/07/2011
19	Change Management Procedure	QA-11	01/07/2017
20	Control of Non-Conforming Products Procedure	QC-02	01/07/2011
21	(Context - Risk analysis) Procedure	TM-01	01/01/2017
22	Communication, Participation and Consultation Procedure	QA-03	01/09/2015
23	Provision of Samples	QC-03	20/03/2019
24	Environmental Aspects Procedure	EHS -01	01/09/2015
25	Performance Measurement and Monitoring Procedure	EHS-02	01/09/2015
26	Hazard Identification, Risk Assessment Procedure	EHS -03	01/09/2015

27	Legal and Other Requirements Procedure	EHS -04	01/09/2015
28	Operational Control Procedure	EHS -05	01/09/2015
29	Emergency Preparedness and Response Procedure	EHS -06	01/09/2015
30	Evaluation of Compliance Procedure	EHS -08	01/09/2015
31	Incident investigation Procedure	EHS -09	01/09/2015
32	Security Procedure	EHS -10	01/09/2015
33	Objectives and Programmers Procedure	EHS -11	01/09/2015
34	Cleaning (House Keeping) Procedure	EHS -12	01/09/2015
35	Waste Management Control Procedure	EHS- 13	01/09/2015
36	Preventing and Controlling Procedure Against Covid-19	EHS-14	01/04/2020

Total Procedure 36

Procedures to be Covered ISO Standard	Number
Number of procedures to be covered ISO 9001:2015	23
Number of procedures to be covered ISO 9001:2015&14001:2015&45001:2018	12
Number of procedures to be covered ISO 14001:2015	2
Number of procedures to be covered 14001:2015&45001:2018	14
Number of procedures to be covered ISO 45001:2018	3
Number of Procedure related only to BASEC (PCR) Provision of Samples (QC-03) clause (8.30) , Corrective Action (QA-09) clause (8.31) and W.I of Rework. (PR-RB-01)clause(8.15)	3

■ Energya Power Cables ISO 9001 & PCR Certification:

BASEC
BRITISH APPROVALS SERVICE FOR CABLES

Certificate No: **PCR-266**

Certificate of Conformity

BASEC hereby certifies that:

Energya Power Cables
10th of Ramadan City, Industrial Zone, Area A1,
Cairo, Egypt

Has implemented and maintains a Management System that fulfills the requirements of:

BASEC PCR Issue 10 2019

In respect of the location listed above and for the following scope of activities:

Scope of Certification:

Design, Development, Manufacture and Supply of the following cable types:
Building wires and cables up to 1 kV and Medium voltage power cables up to 36 kV.

Issue no: 2
Date of initial certification: 25/07/2019
Issue date: 06/03/2020

Signed for and on behalf of the British Approvals Service for Cables

Tony Livori Date: 06/03/2020

If the conditions set out in the certification agreement are not fulfilled this Certificate may be rendered invalid. This certificate is issued subject to ongoing surveillance for continued compliance, and in accordance with BASEC's Regulations.

BASEC
PCR

Expiry date: 25/07/2022

BASEC, Priority House, Priority Way, Milton Keynes, MK9 3ES, Registered in England No. 1155571. Tel: +44(0)1908 607789 Email: mail@basec.org.uk, Web: www.basec.org.uk

BASEC
BRITISH APPROVALS SERVICE FOR CABLES

Certificate No: **CS1-263**

Certificate of Conformity

BASEC hereby certifies that:

Energya Power Cables
10th of Ramadan City
Industrial Zone
Area A1, Cairo, Egypt

Has implemented and maintains a Management System that fulfills the requirements of:

BS EN ISO 9001:2015

In respect of the location listed above and for the following scope of activities:

Scope of Certification:

Design, Development, Manufacture and Supply of the following cable types:
Building wires and cables up to 1 kV, Medium voltage power cables up to 36 kV, High voltage power cables up to 150 kV, Extra-high voltage cables up to 500 kV and Overhead transmission lines.

Issue no: 1
Date of initial certification: 25/07/2019
Issue date: 25/07/2019

Signed for and on behalf of the British Approvals Service for Cables

Trace Hunter Date: 25/07/2019

If the conditions set out in the certification agreement are not fulfilled this Certificate may be rendered invalid. This certificate is issued subject to ongoing surveillance for continued compliance, and in accordance with BASEC's Regulations.

BASEC
ISO 9001

UKAS
MANAGEMENT SYSTEMS

Expiry date: 25/07/2022

BASEC, Priority House, Priority Way, Milton Keynes, MK9 3ES, Registered in England No. 1155571. Tel: +44(0)1908 607789 Email: mail@basec.org.uk, Web: www.basec.org.uk

■ Energya Power Cables ISO 14001 :2015:

■ Energya Power Cables ISO 45001 :2018:

Registered
CCPL

Registration Certificate

This is to certify that
The Management Systems of

ENERGYA POWER CABLES

Carried out at following site:
**10 TH OF RAMADAN CITY,
INDUSTRIAL ZONE AREA A1, CAIRO, EGYPT**

for their
**ENVIRONMENTAL MANAGEMENT SYSTEM
ISO 14001:2015**

Scope of Activities covered by this Certificate:
DESIGN, DEVELOPMENT, MANUFACTURING AND SUPPLY THE FOLLOWING CABLES TYPES BUILDING WIRES AND CABLES UP TO 1KV, MEDIUM VOLTAGE POWER CABLES UP TO 36 KV, HIGH VOLTAGE POWER CABLES UP TO 150 KV, EXTRA- HIGH VOLTAGE POWER CABLES UP TO 500 KV AND OVERHEAD TRANSMISSION LINES

CERTIFICATE NO. : IAS/EMS/E1120
ISSUED ON : 19/08/2020 1st SURVEILLANCE DUE ON: 19/07/2021
VALIDITY DATE : 18/08/2023 2nd SURVEILLANCE DUE ON: 18/07/2022

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M. S. El-Sherpieny
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Management Systems
Certification Body
since 2010

ISO 14001 : 2015

Registered
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Registration Certificate

This is to certify that
The Management Systems of

ENERGYA POWER CABLES

Carried out at following site:
**10 TH OF RAMADAN CITY, INDUSTRIAL ZONE AREA A1,
CAIRO, EGYPT**

for their
**OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS
ISO 45001:2018**

Scope of Activities covered by this Registration:
Design, development, manufacturing and supply of cables such as building wires and cables up to 1kv, medium voltage power cables up to 36 kv, high voltage power cables up to 150 kv, extra- high voltage power cables up to 500 kv and overhead transmission lines

CERTIFICATE NO. : IAS/OHS/E1030
ISSUED ON : 06/02/2020 1st SURVEILLANCE DUE ON: 06/01/2021
VALIDITY DATE : 05/02/2023 2nd SURVEILLANCE DUE ON: 06/01/2022

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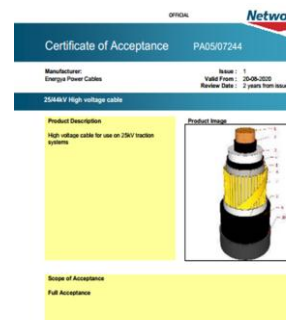
ISO 45001 : 2018

Products Approval Certifications :- BASEC



BBJ

the UK network railway approval



Manual Content

<u>Content</u>	<u>PN</u>
QEH&S Manual Amendment	2
Energya Power Cables Profile	3
<i>Section 1: Introduction</i>	4
<i>Section 2: Reference Documents</i>	5
<i>Section 3: Scope, Strategic Direction and Policy</i>	5
3.1. Purpose	5
3.2. Scope of the QEH&S Management System	5
3.3. Facilities within the Scope	6
3.4. Scope of the QEH&S Manual	6
3.5. QEH&S Manual Controlled (Issuance & review and Approval	6
3.6. QEH&S Manual Distribution List	6
3.7. Energya Power Cables Strategic Direction	7
3.7.1. Energya Power Cables corporate values	7
3.7.2. Energya Power Cables pursuits its goals through	7
3.7.3. The Energya Power Cables strategy	7
3.7.4. The Energya power Cables vision	7
3.7.5. The Energya Power Cables Mission	7
3.7.6. The Energya Power Cables' Objectives	7
3.8. The top-level organizational chart	8
3.9. Energya Power Cables' Policy	8
<i>Section 4: Context of the organization</i>	11
4.1. Understanding the organization and its context	11
4.2. Understanding the needs and expectations of interested parties	11
4.3. Determining the scope of the QEH&S Management System	11
4.4. Quality Management System and its processes	11
4.4.1. Process Approach	11
4.4.1.1. Process Identification	11
4.4.1.2. Process Controls & Objectives	12
4.4.1.3. Outsourced Processes	12
<i>Section 5: Leadership</i>	13
5.1. Management Leadership and Commitment	13
5.1.1 General	13
5.1.2 Customer Focus	13
5.1 QEH&S Policy	14
5.2.1 Establishing the QEH&S Policy	14
5.2.2 Communicating the QEH&S Policy	14
5.3 Organizational Roles Responsibilities & Authorities	14
<i>Section 6: - Planning</i>	14
6.1. Actions to address Risks and Opportunities	15
6.1.1. Managing Risk & Opportunities	15
6.1.2. Energya Power Cables will plan	15
6.2. QEH&S objectives and planning to achieve them	15
6.2.1. QEH&S objectives	15
6.2.2. QEH&S objectives Planning	15

6.3. Change Management	15
Section 7: Support	16
7.1. Resources	17
7.1.1. General	17
7.1.2. People	17
7.1.3. Infrastructure	17
7.1.4. Environment for the operation of processes	17
7.1.5. Monitoring and measuring resources	17
7.1.5.1. General	17
7.1.5.2. Measurement traceability	17
7.1.6. Organizational knowledge	18
7.2. Competence	18
7.3. Awareness	18
7.4. Communication, Consultation and Communication of workers	19
7.5. Documented information	19
7.5.1. General	19
7.5.1.1. Level 1 (QEH&S MANUAL)	19
7.5.1.2. Level 2 (PROCEDURES)	19
7.5.1.3. Level 3 (WORK INSTRUCTIONS)	19
7.5.1.4. Level 4 (RECORDS)	20
7.5.2. Creating and updating	20
7.5.3. Control of documented information	20
7.5.3.1. Control of electronic data	20
Section 8: - Operation	21
8.1. Operational planning and control	21
8.2. Requirements for products and services	21
8.2.1. Customer communication	21
8.2.2. Determining the requirements for products and services	21
8.2.3. Review of requirements for products and services	21
8.2.4. Changes to requirements for products and services	21
8.3. Design and development	21
8.3.1 General	
8.3.2 Design and Development Planning	
8.3.3 Design and Development Inputs	
8.3.4 Design and Development Controls	
8.3.5 Design and Development Outputs	
8.3.6 Design and development changes	
8.3. Control of externally provided processes, products and services	22
8.3.1. General	22
8.3.2. Type and extent of control	22
8.3.3. Information for external providers	22
8.4. Production Provision	22

8.4.1. Control of production provision	22
8.4.2. Identification and traceability	23
8.4.3. Property belonging to customers or external providers	23
8.4.4. Product Preservation	23
8.4.5. Post-delivery activities	23
8.4.6. Control of changes	23
8.5. Release of products and services	24
8.6. Control of nonconforming outputs	24
8.6.1. General	24
8.6.2. Control of nonconforming documentations	24
Section 9: - Performance Evaluation	25
9.1. Monitoring, measurement, analysis and evaluation	25
9.1.1. General	25
9.1.2. Customer satisfaction	25
9.1.3. Analysis and evaluation	25
9.2. Internal Audit	25
9.3. Management review	26
9.3.1. General	26
9.3.2. Management Review Inputs	26
9.3.3. Management Review outputs	27
Section 10: Improvement	27
10.1. General	27
10.2. Nonconformity and corrective action	27
10.3. Continual improvement	27
Responsibilities:	28
General Manager (MD)	28
Operations Director	28
Planning Manager	28
Supply Chain Manager	29
Human Resource and EH&S Manager	29
Quality Director (Quality Assurance Manager for EPC)	29
Technical Office Manager	30
Quality Control Manager	30
ICT Manager	30
EH&S Manager	30
ISO Top Management Delegation	31
APPENDIX (A) - EPC Interaction Business Process	33
APPENDIX (B) - Organization Chart	34
APPENDIX (C) Master list of QEH&S management system procedures	35
Energya Power Cables Certifications	37
Manual Content	39