



Marine*Security Systems*Solar*Real Estate*Telecoms*Oil & Gas

MISSION:

To be one of the best and most reliable Company in Nigeria, in terms of quality service delivery to the customers and clients. Providing the best quality operation, goods and services to the customers at the most affordable price possible.

VISION:

Achieving optimum returns on investments for our Share-Holders and other investing partners, while being a good corporate citizen by providing essential social partnership and services to our hosts community.

Our legal means of doing business has prompted us in the engagement of various divisions in business.

- a. **OIL & GAS**
- b. **SOLAR ENERGY**
- c. **MARINE EQUIPMENT**
- d. **WATER PURIFIER**
- e. **BEAUTY PRODUCT**
- f. **FURNITURE**
- g. **REAL ESTATE**
- h. **EXPORT & IMPORT**
- i. **MANUFACTURERS REPRESENTATIVE**

CONTACT ADDRESS:

LAGOS: (HEAD-OFFICE)

SOCCUL-GRADO LTD

**# 21 TAIWO OKOILU STR,
IFAKO, IKEJA
LAGOS, NIGERIA.**

TEL: +234-803-8471737, +234-802-5554430

MOBILE: +234-817-5702206, +234-807-2022722

EMAIL: soccul-gradoltd@avogadrospl.com

ALTERNATIVE: socculgrado@yahoo.com

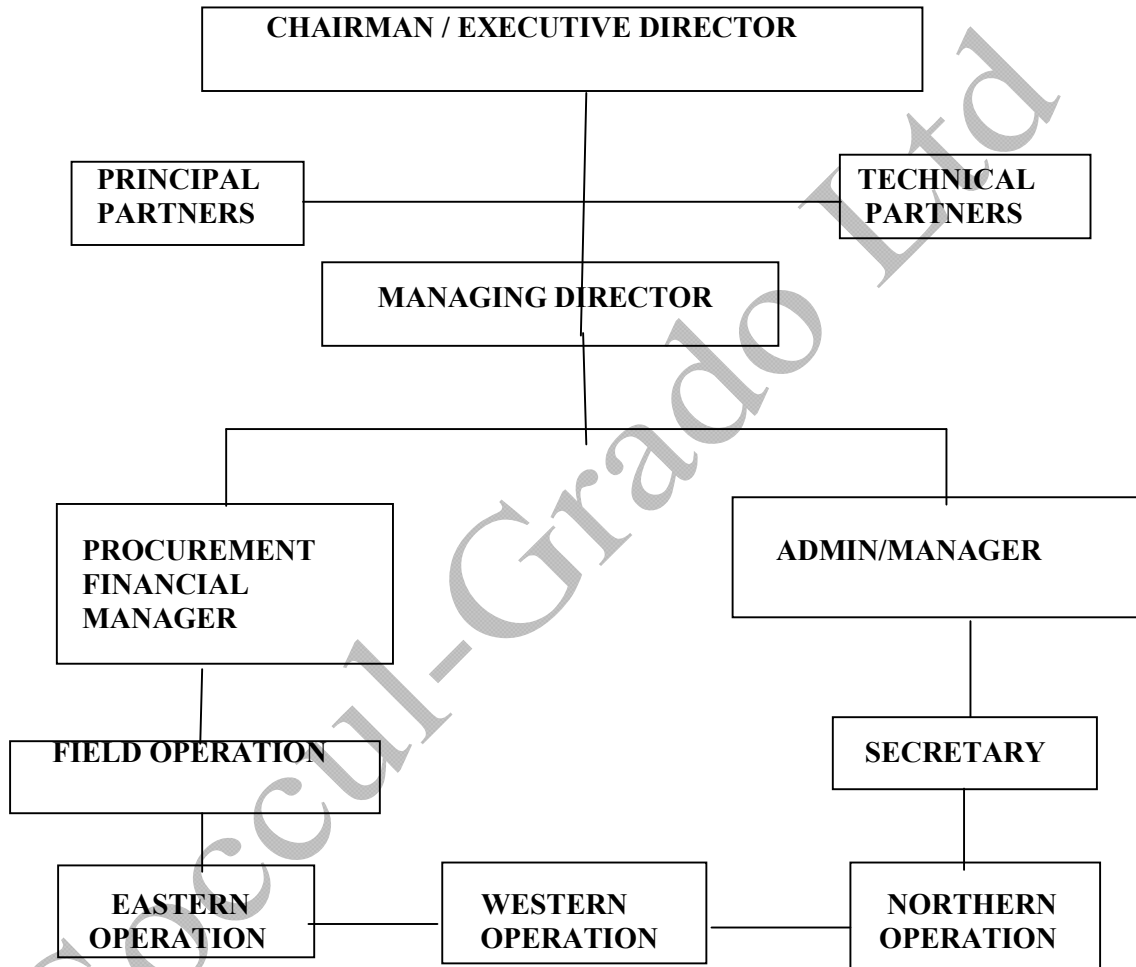
WEBSITE: <http://soccul-gradoltd.avogadrospl.com>



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MANAGEMENT STRUCTURE

The chart below describes the current corporate reporting structure of SOCCUL-GRADO LTD.



Soccul-Grado Ltd places special emphasis on the integration of marketing network and coordinating consultancy.

These developments have successfully saved us in the provision of broad spectrum of services, which include:

- a. OIL & GAS
- b. REAL ESTATE
- c. EXPORT & IMPORT
- d. MARINE EQUIPMENT
- e. POWER PLANT
- f. WATER PURIFIER
- g. MANUFACTURERS REPRESENTATIVE



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EXPORT

Our export division engages in the export of various agricultural products as well as solid minerals. Such as: Gum Arabic, Timbers, Coal, Palm Oil, Palm Kernel Cake and Spices, Bitter Kola, Cashew Nuts, Walnuts, Gold and other precious stones.

OIL AND GAS

This division is presently working in collaboration with the various Oil and Gas Companies in Nigeria. In line with the aim of the present government, we have succeeded in making moves and creating a strong impart in the Nigeria Oil Industry.

GENERAL MERCHANDISE DIVISION

This division of the Company engages in the importation of various Exotic goods. The division imports and markets various classes of automobile spare parts, especially Diesel engines for Lorries and trucks. Petrol engines for cars; automobile spare parts, solar energy components, lead acid accumulators and dry cell motor and machine batteries, electronics and home appliances.

MANUFACTURERS REPRESENTATIVE

This Division has the expertise in representing manufacturing companies from Europe, Asia and America.

We render the best and talented services elaborating on the product and its useful quality to the people's knowledge and about the counterparts manufacturing product in Nigeria. We ensure the normal procedures of marketing and securing the topmost position for the products in the Nigerian markets. This is being achieved through our incomparable marketing network system, ensuring the safety and the maintenance of the quality of the product and protecting it from any form of duplication. We select the most appropriate and economical method that will deliver a thoroughly useful and informative benefits to our principles company (producers).

DIRECT MARKETING SERVICES

We also provide marketing services to our corporate clients and customer. The services we provide include:

Sales Promotion

We package various sales promotions for our customers in the manufacturing sector, aimed at boosting their product sales after in depth research on the particular sales promotion approach that will best suit the product line of a given customer. Various models of promoting sales of customer's goods.



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Includes:

- Use of Display vans
- Use of commission sales agents
- Organization of specialized product sales exhibition at strategic locations.
- Provision of advisory services based on research for the successful introduction of new products into the market to ensure good and total acceptability by the consumers and end users.
- Workshop Presentations for manufacturer's products. This is achieved through the use of projectors, media billboard, TV network shows etc.

JOINT VENTURES / PARTNERSHIP

Soccul-Grado Ltd seeks to secure joint venture agreement between our company and various foreign companies, private personnel or organization interested in doing business in Nigeria. Such joint venture operation, which must be in the manufacturing or Oil and Gas sector of the economy (which are the real productive sectors) and also Engineering Services Sector.

The joint venture arrangement will see **Soccul-Grado Ltd** providing the land and liaison with the government to obtain all necessary licenses including obtaining concession for the joint venture operations. **Soccul-Grado Ltd** also will source the required labor for the effective operation of the joint venture project.

The foreign partner will be required to provide the technical equipment as well as the technical manpower including backup support, in terms of necessary equipment spares, tools and finance.

EXPERIENCE

We have been providing supply Services to SPDC, CHEVRON, TEXACO, MOBILE, NLNG, ETC, for over 2 and half years. Extensive experience has been gained from our involvement in business relationships with

- ❖ **SHELL (SPDC) NIGERIA.**
- ❖ **NLNG / TSKJ**
- ❖ **EXXON MOBIL**
- ❖ **CHEVRON**
- ❖ **NGC / PPMC**



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ENGINEERING SERVICE

We also have the capability to be involved in any engineering activities which can be defined with one strong technical expertise; we also have the ability to develop innovative solution and the willingness to create tailored construction in every respect of engineering for heavy industrial, oil and gas, marine, energy industries in Nigeria.

SOCCUL-GRADO LTD is also a procurement services company operating in the oil and gas industry as service providers to both upstream and down stream companies. Over the years it has been able to cut its teeth as one of the key players in its chosen business areas, providing unparalleled customers driven services.

There has been considerable expansion and increased volume of business in the oil and gas industry both in the upstream and down stream sub-sectors. In our quest to capitalize on the expansion and to position our company for increased market share and market leadership.

We do this to maintain the topmost position in the satisfaction and providing the best quality and reputable services to our clients.

BUSINESS TERMS

Summary of Business Term:

Soccul-Grado Ltd has the skill, organization and personnel to carry out major supply to any awarded contract and undertake to perform the work with all due care, diligence and expectation.

Soccul-Grado Ltd recognizes the right of the client to terminate without advance notice in the event of Soccul-Grado Ltd proven default or negligence, provided that client shall reimburse Soccul-Grado Ltd for work performed to date including demobilization.

Soccul-Grado Ltd shall not assign or sub-let any part of its obligation without client's written consent.

Soccul-Grado Ltd warrants that it has adequate insurance to cover contractual liabilities in respect of data loss or damage; Soccul-Grado Ltd shall hold all information relating to the work strictly confidential.

QUALITY ASSURANCE AND CONTROL POLICY

QUALITY SYSTEM

Our quality system consists of three main areas, which provides respectively an outline of the quality system, detailed inspection and testing procedure for each work item and documentation of all Q/A activities.



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OVERVIEW OF THE QUALITY ASSURANCE PROCESS.

Quality Assurance (QA) processes provide a means for ensuring that accurate data is being entered into the system. QA personnel are charged with auditing of system data in two broad areas;

- * The review of problem reports with a resolved **status**, and
- * The review of newly created records that are not problem reports.

Various data elements are evaluated during an audit, depending on the record being reviewed. See a particular QA process help file for information on what specific data elements are evaluated and how. QA personnel verify that all data elements have been audited and are acceptable by checking the box marked QA performed at the bottom of the record. Problem report Records that have been audited should then be removed from the QA **Inbox**.

If an audited record is not acceptable, it may be returned to its creator or, in the **case** of Problem Reports, the **specialist** responsible for the data needs revision. If the record in question is a **Problem Report**:

1. QA personnel should enter a comment or note, indicating that a review was performed but that revision is required. The note should explain the nature of the revisions required.
2. The status should be reset to **Working**, to indicate that it has not passed QA audit and need to be worked on further.
3. The QA Performed checkbox is **not** checked until the record is acceptable.

QUALITY POLICY

To ensure that we satisfy our client and maintain a high standard of operation, **SOCCUL-GRADO LTD** operates a quality control system for all our operations and services. Our In-house monitoring team ensures that client/customer specification and procedures are followed. The main tenets of our quality assurance policy that facilitates us in achieving high standard are;

We ensure that Quality assurance is our responsibility and that we apply it as an authentic tool.

We give Quality assurance training to staff at all levels and as appropriate to staff duties and responsibilities.

Ensuring customer's satisfaction consistently, by providing services and products that economically and safely meet customer needs and expectations without jeopardizing the environmental conditions.

We always as a long time strategy, continually co-operate with reputable organizations to establish high quality assurance schemes.

We always document quality control measures adopted during our Operations.



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We carry out quality audits in all our operations.

We always co-operate and work in line with client/customer quality assurance team. We make sure that quality assurance manager has the authority and responsibility to ensure means of verifying that the quality assurance system is properly implemented and maintained.

We ensure that each employee has optimum resources and facilities including procedures and work instructions for achievement of the identified goals. We provide environment that identifies improvement opportunities and encourage creativity for improvement of systems and procedures.

SECURITY POLICY

The security of persons engaged in work for SGL is paramount to the management; hence appropriate mechanism shall be in place to secure lives and property of the company.

It is duly of all the employees to protect property in their possessions. No Company property shall be given or transferred to a third party without written authorization from the management.

Movement logbook shall be kept on site and offices to trace the whereabouts of all persons.

Where risks to personnel and property may arise due to crime, civil disorder, armed conflict, or malicious practices, SGL will identify, evaluate and manage such developments.

Distinct Professional Competencies.

SGL employee has professional experiences ranging from ten to fifteen years with the oil/gas industry. Our professional competencies have been demonstrated in areas of Fire safety Equipment, Tank Farm Operations, Flow Stations Facilities, Metering and Calibration Facilities, Pump Stations, On and Under Water Marine activities, etc. These competencies include but not limited to the following:

1. Developmental Consultancy / Engineering Design.
2. QA/AC Integrity Management
3. Service, repairs, maintenance, inspection and Certification of Fire Equipment.
4. Construction of Firewater mains and related projects
5. Calibration Services
6. Operation and Maintenance
7. Procurement /Material Management
8. Project Management.

SAFETY POLICY

SGL is dedicated to the implementation of the highest safety standards through awareness, training and motivation of her employees towards healthy engineering practices.



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We shall safeguard the lives of persons and equipment that may be used or exposed to our operations.

Adequate provision of personal Protective Equipment (**PPE**) shall be provided by **SGL** for persons engaged at work. The wearing of adequate PPE shall be enforced at all times.

To nip all hazards in the bud, the Managing Directors shall endorse the safety plan for any job before mobilization.

Environmental Policy.

SGL shall achieve and maintain high standards of environmental care, protection and management in all aspects of her activities.

Our approach to environmental management shall be based on harmonious and balanced environmental preservation.

We shall avoid or minimize any adverse environment impact, damage and pollution resulting from our operations and activities.

We shall manage and minimize waste generation including hazardous and toxic wastes.

SGL shall comply with all applicable laws, regulations and standards towards enhancement of sustainable development.

We shall reduce noise and fumes as practical as possible during all operations. We shall ensure that all employees and sub-contractors are aware of their environmental responsibilities.

A proactive measure shall be adapted to aid confrontation with Communities where we work.

SGL shall be responsive to the needs of the community.

HEALTHY, SAFETY, ENVIRONMENTAL AND SECURITY

(HSES) POLICY.

SGL is committed to the health of her employees and persons that may be influenced by the pressure of health hazard either in the office or on site. Therefore, **SGL** shall strive at all times to detect, access, bring under control or eliminate any ill health through the provision of good house keeping, first aid and good retainer clinic to take care of all employees and persons that may be exposed to the presence of health hazard.

In any health emergency evacuation situation, the Managing Director of **SGL** should be contacted immediately and all necessary resources at the disposal of the Safety Manager or Co-coordinator should be deployed without any hesitation. Importantly, on no account shall any person under the influence of alcohol or drugs even when administered by a medical practitioner be engaged in any form of work or driving.

SGL shall through the instrument of Workmen's Compensation Insurance cater for person that may be inadvertently be exposed to health accident.



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DRUG, ALCOHOL AND SMOKING POLICY

The abuse of drugs and alcohol can impair performance at work and can be a threat to safety, health, environment and productivity, **SOCCUL-GRADO LTD** therefore takes a disapproving view of the abuse of drugs; both prescription of drugs and otherwise. Self-medication is discouraged. All illness arising from work should be reported and appropriate medical treatment given. It is highly prohibited for any employee to be at work whilst impaired by, or not fit for work as a result of drugs of alcohol.

The illicit use of legal drugs or the use, possession, distribution, or sale of illegal drugs / alcohol in company business or work locations is also strictly prohibited and violators would face the full disciplinary measures, but not limited to dismissal.

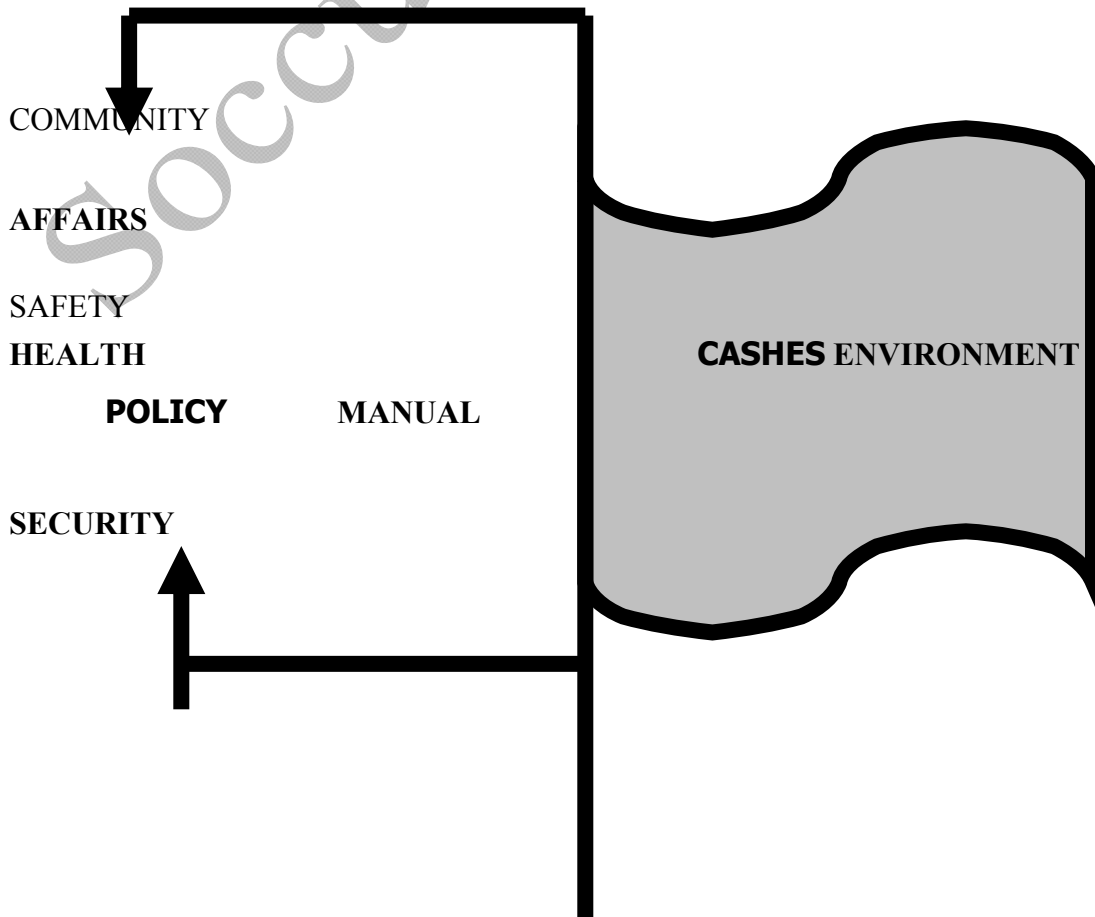
Smoking is not only injurious to health, but it is also a potential safety hazard. The smoking of cigarettes, cigars or pipe in company's business, in public and in company or clients work location is prohibited.

Disciplinary measures recommended by management shall be taken against any employee who fails to comply with these rules.

Community Affairs Policy

SGL shall maintain healthy and harmonious relationship with the host community. We shall respect the local customers, tradition and values of the communities. All persons engaged in the **SGL** activities in a host community maintain political neutrality.

SOCCUL-GRADO LTD





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INTRODUCTION:

Safety is central in all the services that **SOCCUL-GRADO LTD** provides, and a high level of services quality cannot be achieved without the adherence to safe working practices and procedures. Safety involves not only on the technical aspect of our services but also the safety conduct of our personnel.



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We have performed various technical, supply services to the oil industry without recording any accident or incident. We recognize the importance of occupational safety and health of our employees. Apart from the legal requirement from government on safety matters, we are conscious of the fact that any investment in safety is an investment into good life. This is because such investment tends to protect the sacred life of man, the equipment and environment, and also maintain mutual relationship with the host communities.

Accident is an uninvited guest who knows no boundary and when it occurs, it may result in any or combination of the following:

- (a) Damage of Plant, Machinery and or Equipment
- (b) Loss of Production time
- (c) Loss of human life

We have therefore considered this entire very important subject and put together in the simplest form the safety manual to enable the users to work and operate within safe limits. We hope that strict compliance to rules and regulations shall promote productivity while we strive to meet specifications as stipulated by our clients.

Control stations for hazardous areas RCU.

Electrical & instrument junction boxes for hazardous areas

Cable glands

Enunciators & Mimics

Electrical Instrumentation Control

Provision of engineering design, material, procurement and supply, supervision, operatives, skilled / unskilled manpower.

Instrument control systems – Installation and maintenance
Electrical supply and control systems – Installation and maintenance.

LPG/CNG Injection systems – installation and maintenance.

Auto LPG GASOLINE SYSTEM.

LPG solenoid valves

Gasoline solenoid valve for LPg tank

LPg/cng injection Rails

LPg/ cng filters

LPg / cng Repair kits

Accessories

SCOPE OF SERVICES

SOCCUL-GRADO LTD with affiliated partners worldwide offers a specialized and total proficiency services from preliminary studies to engineering design and planning.



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Our major area of expertise includes: -

a. **Plant and Machinery Installation:**

Provision of engineering design, material procurement and supply services, supervision, operative, skilled manpower for: -

Offshore / Swamp / Onshore Flow station

Offshore / Swamp / Onshore Platforms

Chemical Plant / Refineries / Oil Rigs

b. Electrical / Installation

- Industrial wiring

- Installation of circuit breakers, switchgears, change over.

- Supply / Installation of

IIB explosion proof control distribution boards complete with engineering package and NMR's

IIC explosion proof distribution boards

Explosion proof components and systems acc. To UL/CSA-standard

Conduit installations acc. To UL-standards (at site) all over Europe

Instrumentation DCS/PLC systems

Hazardous area PC terminals

Compressor control panels

Pump system control panels

Analyzer housings

Process heaters

Battery boxes

Purged panels, complete with control-and distribution systems acc. To Cenelec and UL/CS-standards

Purged containers acc. To Cenelec and UL/CSA-standards complete with systems

Lighting for hazardous areas (hid, Fluorescent, Flood lights, Warning beacons etc.)

SCOPE OF SERVICE FOR LPG SYSTEMS FOR AUTOMOTIVE:

LPG / CNG Injection systems – installation and maintenance.

LPG Tank – Installation and Maintenance.

LPG Copper Pipe 6 and 8mm – installations.

LPG ROBBER HOSE 12 OR 16 mm for gaseous phases-installation.

LPG 2 stage reducer/regulator electronic and pneumatic-installation and maintenance.

CASHES POLICY STATEMENT

In view of the high level of SOCCUL-GRADO LTD Safety Consciousness, we carry out our business activities to ensure the safety of our workers, our clients, and third



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parties. We pay proper attention to protecting and improving the working environment and maintaining a non-conflict relationship with our host communities by:

Drawing up a well-articulated and practicable HSES programme with management's exemplary attitude toward safety implementation.

Improving HSES training for all employees to perform their assigned task in a safe manner.

Providing the necessary protective equipment for accident prevention and / or survival under emergency situations.

Providing the necessary incentive for all employees to motivate them to follow and promote safe acts.

Facilitate placement and ensuring the suitability of individuals according to their physical capabilities, mental abilities, and emotional make-up in works that they can perform with an acceptable degree of efficiency and without endangering their own health and safety or that of their fellow employees.

Work in harmony and protect the interest of host communities in our operations and take pragmatic steps to resolve any perceived conflict.

Providing adequate medical care and rehabilitation of the occupational injury.

Encouraging employees to be security conscious making sure that valuable assets and sensitive information on the company's operations are jealously guarded.

Providing adequate measures to monitor our safety standard through periodic safety audits.

Protecting and improving our working environment.

The achievement of this policy will benefit both employees and employer by improving Health, Safety, Security and Environment leading to increased productivity, profitability and high morale.

COMMUNITY AFFAIRS, SAFETY, HEALTH, ENVIRONMENTAL AND SECURITY COMMITTEE.

For effective management of our policies **SOCCUL-GRADO LTD**, resolved to establish "Community Affairs, Safety, Health, Environment and security communities" comprising of the following key personnel:

Business Development Manager (BDM)	-	Chairman
The Safety Co-coordinator	-	Secretary
The Engineer	-	Member
A Representative of Field Workers	-	Member

This committee is the highest policymaking body for the safety, health environment and security affairs of the company. It is their responsibility to review the unsafe acts audit reports and effect corrective measures to the areas of lack from time to time. The committee also determines the appropriate package of award / incentive to be given to deserving employee for good safety performance as well as corrective measure to the erring ones.



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RESPONSIBILITIES

The Business Development Manager (BDM)

The Business Development Manager has full responsibility for the safety and health of the entire employees, properties and environments of the company. He may delegate authority to facilitate the implementation of the programmes. It is his duties to ensure the following:

- Direct the affairs of Safety Committee
- Direct programme implementation
- Establish accident investigation procedure
- Supervise control measure to curb accident/incidents
- Ensure adequate safety education and training of all employees
- Prepare budget for approvals and procure all protective equipment.
- Defend safety investment before Board of Directors.
- Assign responsibilities as may be necessary.

Safety Co-coordinator

He shall coordinate the implementation for the company's safety polices and programme. The following shall be the background of his responsibilities.

- Director responsible to the BDM in all safety matters.
- Coordinates all safety efforts of the company.
- Advise on development of safety work procedures.
- Monitor progress of employee safety training
- Formulate procedure to cope with manner of emergency
- Undertake regular inspection of work site and premises to detect and correct unsafe acts and conditions.
- Prepare a comprehensive report of unsafe acts audit carried out from time to time.
- Organize drills to familiarize with actions to take in emergency situation.
- Take custody of all safety equipment.
- Control First Aid box (es) access and ensure speedy replenishment of exhausted stock.
- Organize the company's regular safety meetings.

Engineer:

He shall report directly to the Safety Co-coordinator. It is his duty to ensure the following: -

- Develop necessary work procedures to ensure quality safety
- Liaise with client safety department for compliance and regular update.



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Ensure new employee gets a copy of company's safety manual

- Organize incentive programme to elicit employee interest in safety.
- Inculcate safety in their subordinates through leadership example.
- Encourage compliance with procedure through effective supervision
- Ensure the use of protective equipment at all work sites.
- Check all equipment before use to ensure safety.
- Investigate and report all accident to the Safety co-coordinator.

Safety Officers:

They shall report to the Safety coordinator. Their duties shall include but not limited to the following:

- Shall be the safety focal on site.
- Shall inspect and correct on the Spot all unsafe acts
- Shall be responsible for safety talk.
- Shall assist in developing job safety at site.
- Organize drill at sites.
- Shall oversee the administration of first aid at site.
- Investigate all accident and serve as key witness in all cases of accident investigation.

Employees:

Safety is in the interest of all employees. Therefore, they shall be required to cooperate and conform to all directives of the company and client.

Every one is responsible to his/her own first-line supervision as far as safety is concerned. The idea of collective responsibility is utterly binding on one and all. Employee absence from safety meetings and drill without due authorization are viewed with all seriousness.

YOU CAN ONLY STAY ALIVE TO REALIZE YOUR AMBITION. IF UNSAFE, DO NOT, ATTEMPT IT AT ALL.

EMERGENCY CONTINGENCY

Prompt action shall be taken in an emergency situation.

All accidents and nemesis in our operation shall be fully reported to the immediate supervisor, the safety coordinator, the Business Development Manager and the Managing Director.

The First Aider shall attend to the victim(s) and eventually taken to the nearest hospital if so required, thereafter-such victim shall be transferred to company's clinic for proper medical attention.

ACCIDENT REPORTING AND INVESTIGATIONS



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As a company policy, all accidents and nemesis shall be reported, investigated and documented. The investigation team shall publish the result showing the remote causes and suggest ways of preventing future re-occurrence. This also shall be communicated to our client if so required.

SAFETY MEETINGS

It is mandatory for every staff to attend at least one safety meeting in a month. The site workers however are expected to attend more safety meetings and drills as frequently as possible depending on the nature of the work.

SAFETY COMMITTEE MEETINGS

Safety committee meetings shall be held bimonthly. Emergency meeting could however be scheduled to address a pressing situation. The Business Development Manager shall chair the meeting or any officer so appointed to do so.

The Committee shall discuss matters affecting safety of employees, and environment, Review report of incidents and formulate policies.

It shall be the duty of the committee to appoint subcommittee to take charge of internal safety audit. The Safety Co-coordinator shall head this and report given to the Business Development Manager. The Safety report shall form part of the annual briefing by the Business Development Manager to the Managing Director and Board of Directors

SAFETY PRACTICES

In the Office:

The Head of Units will be in charge of all safety functions in the office. The following safety rules must be observed in the office.

Check that trips hazards such as trailing electric or telephone cable, worn carpets and linoleum are to be removed.

Use equipment provided, do not improvise.

Don't rush along the corridors walk, and look where you are going.

Throw waste paper in the baskets and not on the floor.

- Do not smoke in the office.
- Ensure that there is adequate lighting for both offices and passages
- Switch off all electrical appliances at the end of each day's job.



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At the works Site

The nature of our operations is mostly at the hazardous areas of the Oil Industry and the following provisions have been made for safety and protection.

Personal Protective Gears

They are wears that prevent or minimize an individual exposure to injury or adverse effects in the event of an accident.

They are made to specifications to suit requirements, so designed to ensure acceptability to wearers. They must be maintained to ensure continued effectiveness and personnel are encouraged to use them.

Safety Shoes and Boots

They are designed to give protection to the toes in particular and the feet in general. They contain reinforced steel toecaps to prevent crushing injuries to the toes. Their soles are made to resist cuts and punctures from sharp objects and usually slip-resistant to prevent falls.

SOCCUL-GRADO LTD, provides safety shoes and boots to all operative staff at the various work sites and on board vessels.

Protective Clothing

They serve to protect the body and limbs from hazards associated with chemicals, weather conditions, etc. Specially designed coveralls are supplied by the company to all field and Technical staff for adequate protection.

Face Shields and Goggles

These serve to protect the facial regions and are provided to workers for protection against chemicals, welding areas and particles from grinding activities, dust, fumes and other foreign bodies.

Safety Helmet

Also referred to as hardhat. It protects the head from falling objects and missiles and also acts as shock absorber to the head in case of falls.

Rain-coat / Rain – Boots

These are protective wears against rain and are provided for those who carry out outdoor work under rainy weather conditions to enable them perform their jobs effectively, without loss of any man-power.

Life Jackets

These are protective gears worn to assist a victim until further assistance is provided. They are normally provided during trips on sea or waterways as well as by air. Every employee must wear the life jackets when embarking on such trips. Only certified swimmers shall be allowed to work in swamp, Rig and marine areas.

Equipment Safety



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Accidents can result from poor condition of tools and equipment in carrying out their jobs. They should try as much as possible to avoid using make shift tools and equipment. The company will endeavor to keep its equipment in top condition in order to prevent accidents as well as to improve efficiency.

Procedural Safety

To ensure safety, all staff is to ensure an orderly work place and follow all laid-down procedures in carrying out their technical operations. On no account should any staff feel too experienced or familiar with any other rules to assume that he can neglect the laid-down procedures.

Safety Signs

Safety signs as “**DANGER**”, “**WEAR CLASSES**”, “**WEAR BOOTS**”, “**NO SMOKING**” etc must be conspicuously displayed at appropriate places.

ROAD TRAFFIC SAFETY

Road mishaps could be reduced and many lives saved if all employees observe the following rules:

All inflammable substances should be carefully stored away from any possible contact with fire.

“**No smoking**” sign should be placed at strategic position that there should be no smoking when on work sites or offices.

Ensure that no cables and cords are exposed in such a manner as to constitute danger to life and property.

Fire extinguishers and other fire fighting equipment should be placed at strategic points.

Fire Fighting – (At work sites, laboratory or office)

On discovering the fire, alarm should be sounded for others in the vicinity.

Phone the fire service without delay.

Employees should move via designated fire exit routes to the “**assembly point**” or muster point.

Each department head or his deputy shall be responsible for evacuating their own department and carry out a head count or roll call to ensure every member of his or her own staff is safe.

Avoid panicking; try to contain the fire with the fighting appliances.

If there is any indication of danger of those trying to contain the fire, they should leave the place immediately and wait for the arrival of the fire brigades.

Never fight a fire beyond your capacity.



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Fire fighting on Vehicle

- If fire occurs on a moving vehicle, stop immediately, and park vehicle off the road if possible.
 - Put off engine fast to stop fuel supply.
 - Disconnect battery terminal heads.
 - Use fire extinguisher to contain fire.
- Obtain help.
- Do not get into tight corners while fighting the fire.

ELECTRICITY

Only trained electrical engineers and technicians should handle electrical equipment. Keep all cables dry and free from oil to avert electrocution. Protect all cables laid on the floor with silver coating hence excavation is done.

ALCOHOL AND OTHER DRUGS

No Alcohol shall be taken at work site.
No Alcohol shall be taken in the office and during working hours.
No drug shall be taken without medical examination and prescription.

ACCIDENTS

Despite all the preventive and precautionary measures accidents may occur, on a minimal scale. They occur on the road, at the work sites and in the offices, in the air or at sea or along the waterways. If accidents occur the following should be done: -

- Report to the nearest supervisor who will report immediately to the Safety Co-ordinator after initial first aid assistance.
- All accident report should be properly documented in the accident register for the attention of the health and safety committee for more detailed investigation.
- Where accident occurs at sea or in air, remain calm and follow all instructions of the Captain or Pilot.

FIRST AID

It is very important for some of our key staff to be trained in the administration of First Aid treatment. A timely first aid properly administered can reduce drastically the consequences of an injury, it can actually save life. First site. The tips on first aid treatment given here are not substituted for proper training. The company shall make effort to train some key staff in First Aid administration.



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KISS OF LIFE

For a victim who is unconscious and is not breathing.

- Turn person on his / her back.
- Lift head and out fold towel below neck.
- Pull lower jaw forward and remove any foreign object.
- Hold his/her mouth wide open; pinch his nose, closed with finger and thumb.
- Cover his / her mouth with hands and blow until his / her chest fills.
- Let it empty; keep doing this (for about 20 times a minute)
- On an adult, give sharp blows to the chest to start his heartbeat.

ELECTRIC SHOCK

Switch off electricity, do not touch victim if he/she is still in contact with electricity.

If possible push from contact with dry wood (chair or brush).

MARINE

When persons are required to work adjacent to or over water, there is an obvious risk of drowning. As a result, the management of **SOCCUL-GRADO LTD** views with utmost importance the movement in water areas. In order to save lives the following steps have been taken: -

At the commencement of each shift, the working area must be checked to ensure that life buoys are in place and the ropes are in satisfactory condition.

All rescue craft must be seaworthy and maintained in a satisfactory condition.

Any craft used for the carriage of persons must be at least 14ft (4.2m) long.

All floating platform must be fitted with guard rails and all work boats having a deck level with gun well fitted in a likewise manner.

No overloading of any craft is permitted and a minimum of 18 inches (460m) free board must always be maintained.

All craft must be fitted with a notice specifying the maximum number of persons, or maximum load to be carried.

Rescue boats must be manned continuously during the period that any persons are working over water and when not patrolling they must be started once every two hours and test run for a period of not less than ten minutes, to ensure that it is always in good working order.

SEVERE BLEEDING

Cover the wound with your hand and press firmly. Get cloths or towel (better if they are clean) cover the wound and press firmly.

If the victim is conscious, get him to hold the cloth while you get help.



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If possible, raise the wound part above the chest or breastbones get him/her to sit down. If unconscious and breathing try to stop bleeding by above method. If possible put in recovery position. If not possible ensure that he does not choke. If not breathing, give "Kiss of Life". If you can get help get other person to try and stop the bleeding at the same time
IN ALL CASES CALL THE DOCTOR.

MEDICAL FACILITIES

The company provides full medical care for its entire staff at approved and designated medical centre. Authority for such medical attention must however be obtained from the Administration Manager.

SECURITY

The security of personnel's and materials is uppermost to our management. As a result security personnel's are regularly briefed and equipped with modern communication gadget that enable them to adequately protect the staff and materials from harm. Moreover such security staff are also trained to assist safety personnel's when the need arises. Security personnel's are used in the following areas:

- Taking daily record of all visitors that come into the company and working areas.
- Taking note of the in / Out time of such visitor.
- Making sure that people without any business with the company do not break in.
- Assisting in informing the safety officer when there is fire, or any other form of emergency.
- If trained, fighting the fire until additional help comes in.

CONCLUSION

SOCCUL-GRADO LTD, recognizes the importance of safety in all its operations and endeavours to see to it that all work is carried out under safe conditions.

Employees are also encouraged to perform their jobs according to laid down procedures bearing safety regulations in mind. With these steps, we are positive and optimistic that we can set the pace to ensure that everybody at work can, with confidence, step out in safety.

EMERGENCY ACTION

Information about the accident is usually sent to the management through the SAFETY Co-coordinator, our sick bay also is informed with our client through his representative. Such information contains the following particulars.

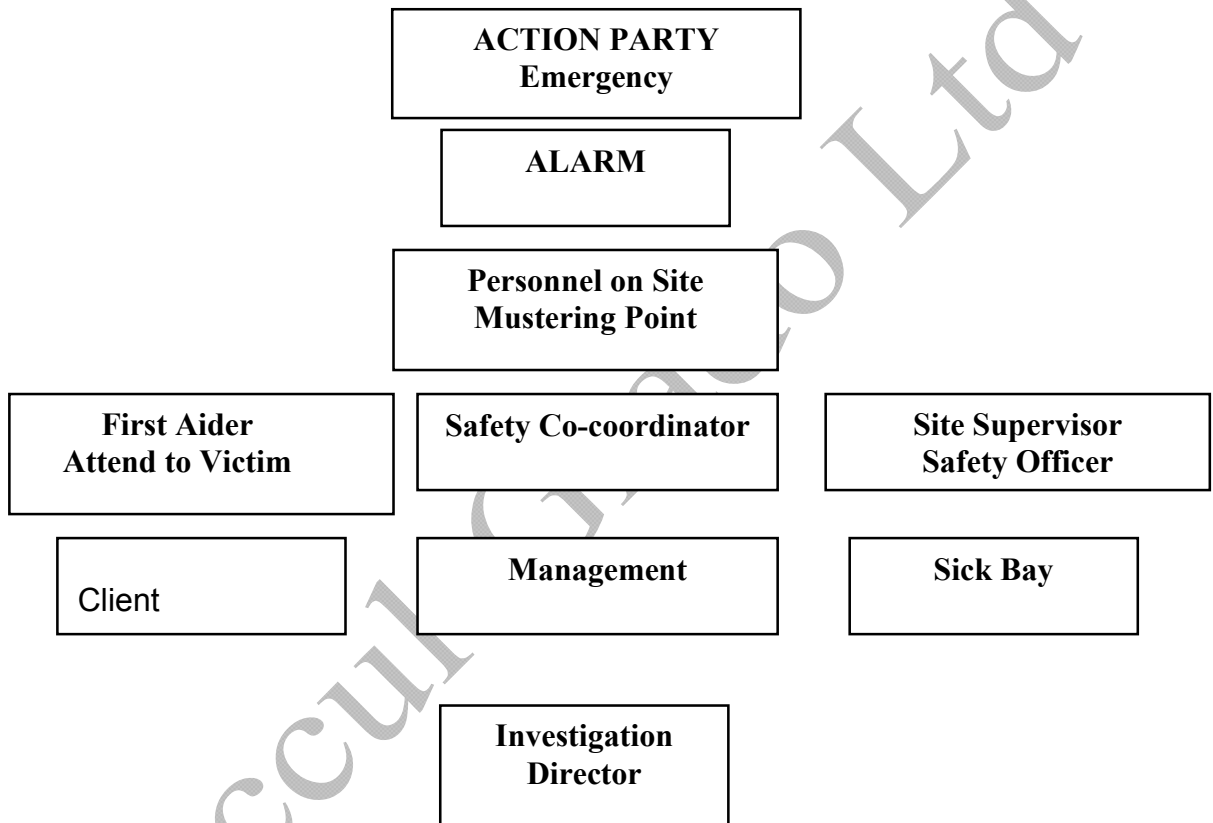
- * Location of the accident
- * Time of the accident
- * Site condition



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- * Job
- * Pick up point
- * Name of victim
- * Nature of injury

DIAGRAM ON EMERGENCY ACTION



PROJECT SITE CASHES ORGANOGRAM



Address: #21 Taiwo Okoilu street, Ifako, Lagos. Nigeria.
Phone: +234-803-8471737, +234-817-5702206-Tel:+234-802-5554430, +234-807-2022722
Email: soccul-gradoltd@avogadrospl.com. Alternate: socculgrado@yahoo.com
Websites: <http://soccul-gradoltd.avogadrospl.com>, www.avogadrospl.com.
 (Soccul-Grado Ltd is a division of Avogadros & Pythagoras Ltd).

