



النهضة للخدمات ش.م.ع.  
Renaissance Services SAOG

**Contract Services Group**

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# Maintenance Manual

**April 2012**



## Preface

This Maintenance Manual has been prepared as a basic standard document to assist and coordinate the preparation of a facility specific maintenance strategy and a manual after a careful facility assessment during the Due Diligence Period and/or Mobilisation Period.

In the preparation of a contract specific Maintenance Manual attention must be given to the following:

- A. HSE Policy and Procedures;
- B. Contractual obligations as specified by the Contract entered with the Client;
- C. Trade licences, regulatory approvals required to undertake specific work;
- D. Equipment, processes and installations covered by supplier warranties and maintenance agreements;
- E. Work sub-contracted to specialist sub-contractors and covered by contracts entered with them;
- F. Findings from the Facility Assessment; and
- G. Service Level Agreement with the Client.

Each Supervisor is reminded of your personal duty and obligation to ensure that all safety measures are in place BEFORE you allow work to proceed and that you observe all the HSE Procedures in organising work. Please ensure that all staff members are empowered to **STOP** when they face a unsafe situation..

It is the duty of the Supervisors to ensure that they, their staff and any visitors wear the appropriate **Personnel Protective Equipment (PPE)** and Protective and Safety Clothing and Accessories such as coveralls, protective aprons, safety shoes or boots, safety gloves, dust masks, safety goggles or glasses and hard hats including any other essential equipment deemed necessary due to the nature of the particular work or circumstance.

This Manual therefore serves as a Template for the preparation of a comprehensive Contract Specific Maintenance Manual for the Contract.

**Chief Executive Officer**

**April 05, 2012**

**Head Technical Services**

**April 05, 2012**

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