



**PREQUALIFICATION**

**DESIGN  
PRODUCE  
DELIVER**



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## 1.1 Brand Plus Sign - Introduction

BRAND

## 1.1 Brand Plus Sign - Introduction

Brand Plus Sign LLC was founded on 2010 by professionals who have created lasting impressions on numerous branding and signage projects throughout the GCC region. Over the past few years Brand Plus has gained a solid reputation by creating effective industrial design solutions. Brand Plus Sign was formed to enhance and promote users experience of the built environment and creating branded environments that will leave lasting impressions. We believe in being with the client through the whole process right from design stage to delivering the project. We help clients to DESIGN, PRODUCE & DELIVER solutions.

Our technical team has more than 25 years of experience in delivering successful projects for diverse sectors like hospitality, corporate and real estate companies, hospitals, educational institutions, public buildings and many other industries.

All our signage system solutions are based on our deep knowledge of information needs and end user behavior within surroundings. A lot of information does not always mean good information; on the contrary it can have a negative impact. We at Brand Plus Sign, present the right information, to the right people at the right time in order to direct and make the users and visitors to feel welcome and at ease.

While signage is not currently rated by any certification entity, several aspects of our offerings reflect the green building philosophy. For example, sourcing as much as local materials is a key factor in sustainable design. Mechanical elements allow signs to be more easily changed and broken down into component parts to simplify recycling and enable updating to extend the life cycle of the product.

To offer the best products and latest technology, we have recognized the need for synergy with internationally and established high-tech companies. We have formed strong links with companies in China, India, United Kingdom & Sweden. These links have given us the edge to provide our clients with innovative signage solutions.

## 1.2 Brand Plus Sign - Our Key Clients

BRAND



OMNIYAT®



PARK HYATT®



Le ROYAL MERIDIEN





MICHAEL GRAVES  
ARCHITECTURE & DESIGN



S&T  
INTERIORS AND  
CONTRACTING

## 1.3 Expertise and Capabilities

BRAND



## 1.2 Expertise and Capabilities

Our successful implementation of numerous architectural signages, environmental graphics and corporate identity programs with global marketing implication has gained us recognition along with a solid reputation for excellence in quality and services; so as to meet the needs of the most discerning of clientele with sincerity, responsiveness, diligence and professionalism. Brand Plus Sign is a fully integrated manufacturer of architectural, corporate and environmental signage and graphics.

Our services include:

- Strategic Consulting & Planning (To liaise with the architects, developers and design consultants from the early Stages)
  - Design & Implementation
  - Sign auditing, Design & BOQ
  - Shop Drawings
  - Prototype
  - Sample Approval
  - Manufacturing
  - Project Management
  - Program Implementation
- Annual Maintenance Contracts
- Digital Signage Solutions

This ability to provide a total solution for any signage requirement has resulted in our privileged involvement with projects of the highest national significance. Along with our many global and regional accomplishments, these successful projects serve to further emphasize the rigid dedication and commitment to our philosophy.

## 1.4 Our Services

BRAND

## 1.3 Our Services

### Manufacturing

- Signage
- Prints & Graphics
- Exhibition Stands
- Environmental Graphics
- Custom Fabrication
- POS/POP Material

### Other Services

- Annual Maintenance of Signages
- Digital Signage
- Construction Administration
- Sign Audit
- Construction Administration

BRAND

## 1.5 Brand Plus Sign Profile

BRAND

# PROFILE

Our focus has been predominantly within the region, which has linked us to various signature landmarks with highest national significance.

Few of our key clientele are as follows:

- Al Dar
- Omniyat
- Qatari Diar
- Nakheel
- Emaar
- Classical Palace
- NEB
- Gensler
- Focus EGD
- Dubai World Trade Center
- Dubai Customs
- Noor Bank
- HSBC
- City Bank
- Le Royal Meridien, Dubai
- Grosvenor House, Dubai
- B2B Hotels
- Citymax Hotels
- Pizza Hut
- Xerox
- Emirates Group
- Emrill / Etihad Airways
- Alec

## Services

- Signage & Wayfinding
- Sign Audit
- Sign planning
- Construction Administration

## Products

- Digital Signage Solutions
- Interior Modular Solutions
- Exterior Modular Solutions
- Dimensional Letters for External and Internal uses
- Custom Interior and Exterior Sign fabrications
- Custom Fabrication requiring high details
- Illuminated and Neon Sign
- Rooftop Signs
- Pylons and Monoliths
- Print and Graphics Solutions
- POS/POP Solutions
- Exhibition and Event Solutions
- Stainless Steel and special metal fabrication/cladding works

# PORTFOLIO

01 Nile Corniche Development - St.Regis, Cairo  
Client - Qatari Diar, Qatar

Shams Meera Reem Island, Abu Dhabi  
Client - Al Dar, Abu Dhabi

02 Citymax Hotel Al Barsha, Dubai  
Client - Citymax Hotels, Dubai

Citymax Hotel Al Barsha 2, Dubai  
Client - Citymax Hotels, Dubai

03 Citymax Hotel Business Bay, Dubai  
Client - Citymax Hotels, Dubai

The PAD by Omniyat, Business Bay  
Client - Omniyat, United Arab Emirates

04 Al Zeina, Abu Dhabi  
Client - Al Dar, United Arab Emirates

The Binary, Dubai  
Client - Omniyat, United Arab Emirates

05 DWTC, Dubai  
Client - Dubai World Trade Centre, United Arab Emirates

Grosvenor House, Dubai  
Client - Grosvenor House, United Arab Emirates

06 Al Bandar, Abu Dhabi  
Client - Al Dar, United Arab Emirates

Fairmont, Abu Dhabi  
Client - B2B Hotels, United Arab Emirates

07 Four Seasons, Mumbai  
Client - Magus Properties, India

Al Bandar Marina, Abu Dhabi  
Client - Al Dar, United Arab Emirates

08 Index Tower, Dubai  
Client - Axon, United Arab Emirates

Al Ain Cromwell Hospital, Al Ain  
Client - AIM, United Arab Emirates

09 Churchill Towers, Dubai  
Client - Emirates National Investment Company, United Arab Emirates

Hult International Business School, Dubai  
Client - Hult, United Arab Emirates

10 Fishing Harbour Development, Dubai  
Client - Dubai Customs, United Arab Emirates

Heritage Village, Dubai  
Client - Dubai Customs, United Arab Emirates

# St. Regis, Cairo

Client - Qatari Diar, Qatar

Celebrating the modern vanguard, the St. Regis brand is renowned for its tradition for innovation and impeccable service since 1904.

**Project:** Design and Build of the Internal and External Signage Package



# Shams Meera, Abu Dhabi

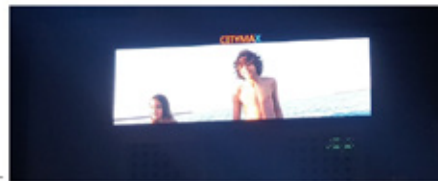
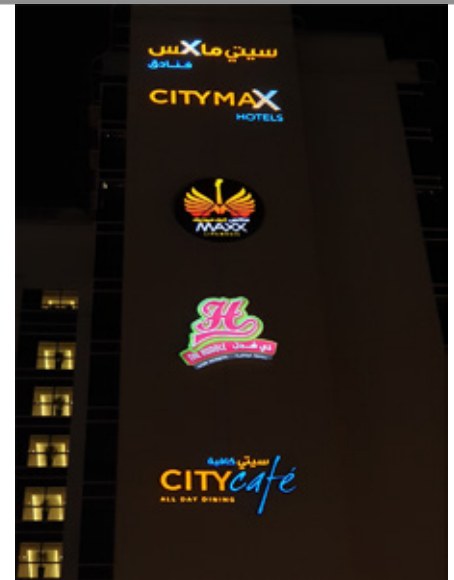
Client - Al Dar, Abu Dhabi

The sleek, futuristic architecture was created by the international award-winning firm, Woods Bagot, and features resident-only amenities such as a landscaped sun terrace, swimming pool and fully equipped gymnasium. The innovative use of space and energy-efficient design is compliant with an Estidama '2 Pearl' rating and means that Meera is both environmentally sustainable and cost-effective to live in.

**Project:** Design and Build of the Internal and External Signage Package

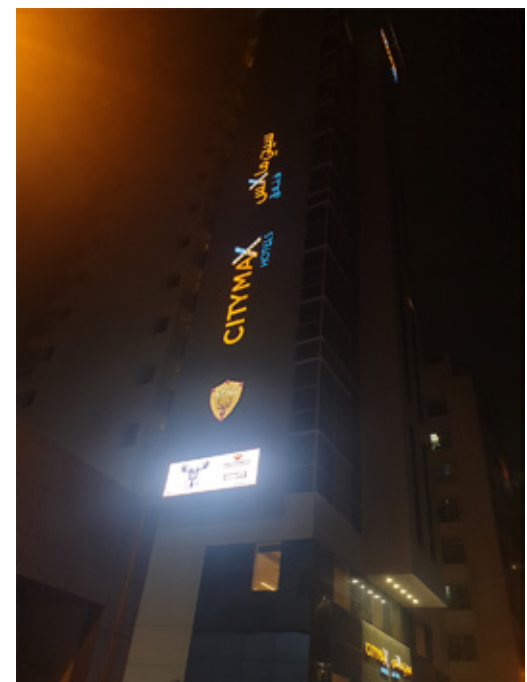
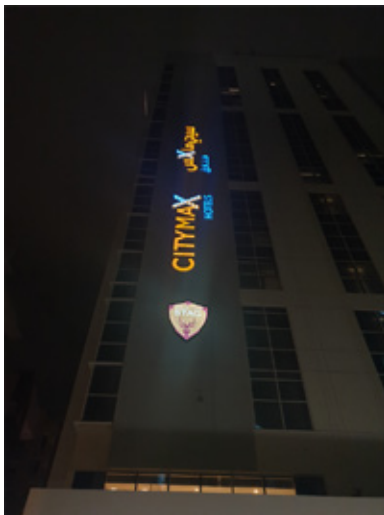


Project : Design & Build of External Facade Signages & Digital Signs



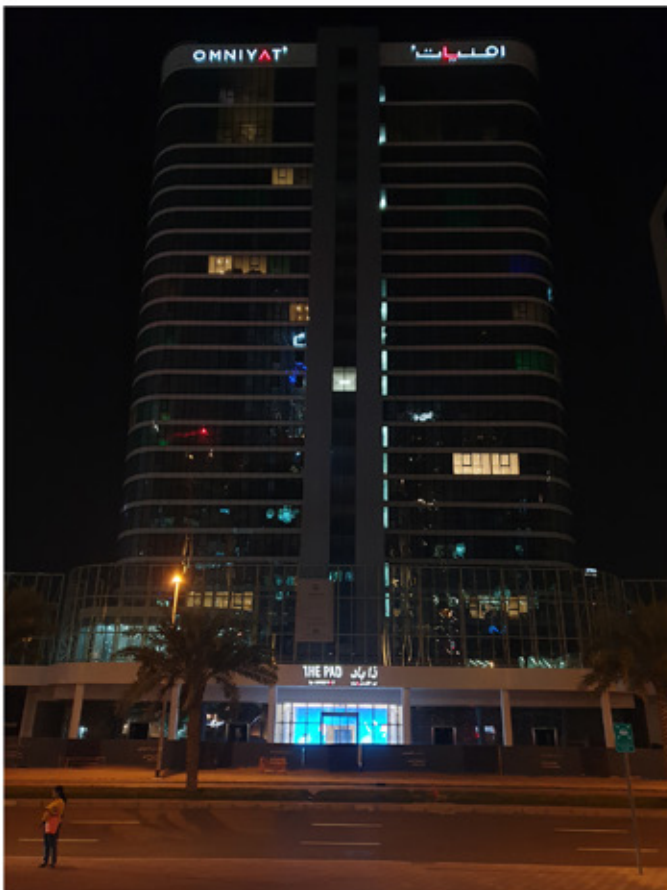
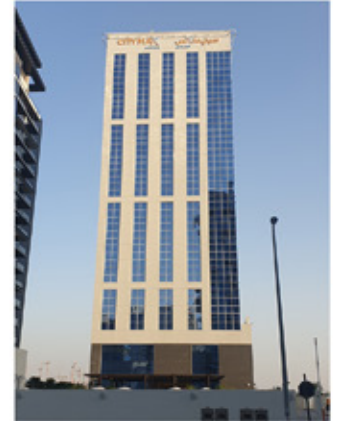
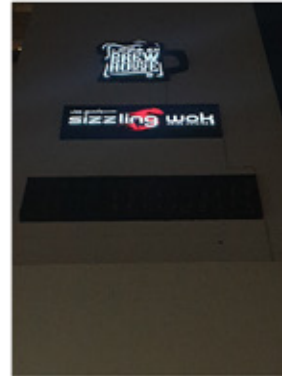
Citymax Hotel Al Barsha 2  
Client - Citymax Hotels, Dubai

Project : Design & Build of External Facade Signages & Digital Signs

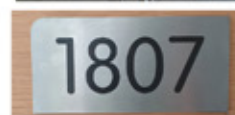




Project : Design & Build of External Facade Signages & Digital Signs



Project : Design & Build of External Facade Signages & Internal Signs







- Key Facts**
- 952 apartments, 26 penthouses, 119 townhouses and 124 attached and semi attached villas
  - 500m private beach
  - 8,318 sq m of retail space

Al Zeina is the strategic gateway to the new Al Raha Beach Development. The precinct is a mixed-use development containing luxury residential apartment, townhouses and villas, private boat moorings, retail high street with local supermarket and shops, waterside restaurants and cafes, 500-meter public beach with landscaped gardens, luxurious shared gardens and open spaces.

**Project:** Design and Build of the Internal and External Signage Package

Consultant - Arkiplan, Dubai

**Project:** Design and Build of the Internal Package





- Key Facts
- 952 apartments, 26 penthouses, 119 townhouses and 124 attached and semi attached villas
  - 500 m private beach
  - 8,318 sq m of retail space

BPS was nominated by the DWTC to develop and implement the wayfinding and signage strategy for their car park and meeting rooms.

**Project:** Design and Build of Sheikh Rashid Tower Car Park Signage.



**Project:** Digital Signage implementation for the complete Hotel including meeting rooms, public areas and elevators.



Al Bandar is little island set around a marina, and a home to plush glass apartments & duplexes, chic loft-style residences and family apartments. Below the loft features a mix of restaurants and lifestyle retails with a weekend open-air market outside. As well as enjoying the waterfront lifestyle, residents have a choice of sports, pools, gyms, saunas, steam room and exercise studios. Beyond, the buildings' private boat moorings stretch out into the marina.

**Project:** Design and Build of the Internal and External Signage Package



Exceptional contemporary design meets the optimum level of comfort and elegance in this 369 keys hotel. A sparkling addition to the Abu Dhabi is Fairmont Bab Al Bahr. With superior hospitality, state-of-the-art technology and more than 2,500 square meters (26,900 square feet) of meeting space.

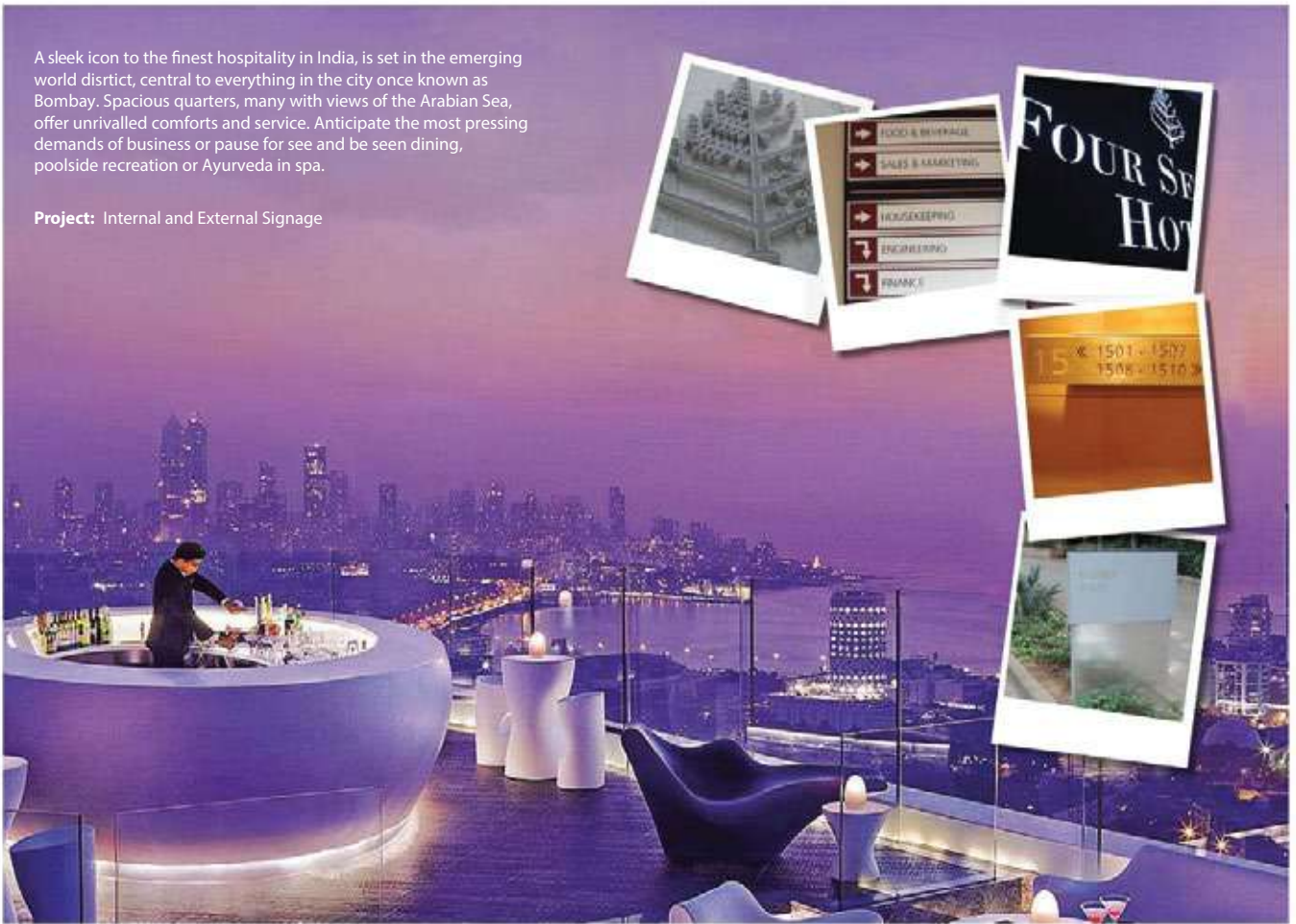
**Project:** Product development, prototyping manufacturing and installation of the complete External and Internal Signage

## Four Seasons, Mumbai

Client - Magus Properties, India

A sleek icon to the finest hospitality in India, is set in the emerging world district, central to everything in the city once known as Bombay. Spacious quarters, many with views of the Arabian Sea, offer unrivalled comforts and service. Anticipate the most pressing demands of business or pause for sea and be seen dining, poolside recreation or Ayurveda in spa.

**Project:** Internal and External Signage

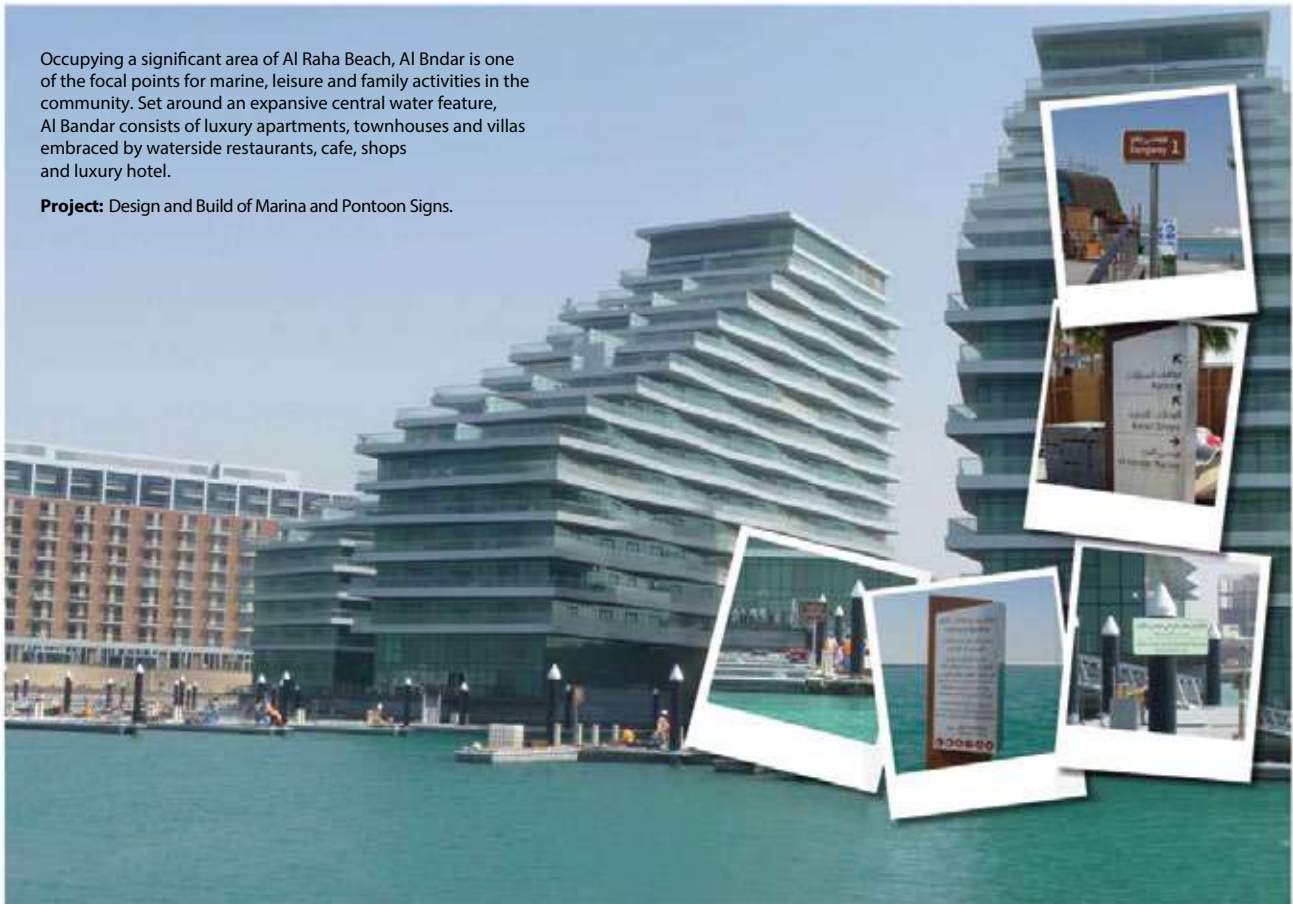


## Al Bandar Marina, Abu Dhabi

Client - Al Dar, Abu Dhabi

Occupying a significant area of Al Raha Beach, Al Bandar is one of the focal points for marine, leisure and family activities in the community. Set around an expansive central water feature, Al Bandar consists of luxury apartments, townhouses and villas embraced by waterside restaurants, cafe, shops and luxury hotel.

**Project:** Design and Build of Marina and Pontoon Signs.



# Index Tower, Dubai

Client - Axon, Dubai



The Index is a 328 m (1,076ft.) tall, 80-Storey skyscraper in Dubai designed by award winning Architects Foster and Partners. Of the 80 floors, the lower 25 are to be office and 47 will be for residential use. The tower is oriented in such a way tha the eastern and western concrete cores shelter the floor from the harsh desert sun and the climate effects of the area. We were appointed by Axon to manage and execute the signage program for this prestigious project.

**Project:** Manage and Execute Internal and External Signage

# Al Ain Cromwell Hospital, Al Ain

Client - AIM, Al Ain



A 50-bed Hospital specialized in women and children's health care. An initiative to improve the health of children and mothers which is an important component of Emirati's social and economic potential.

**Project:** Internal and External Signage

# Churchill Towers, Dubai

Client - Emirates National Investment Company, Dubai



Churchill Towers is a complex of two towers in Bussiness Bay. Churchill Residency is the taller of the two, standing at 245 m (804 ft.). It is a residential tower with 59 floors, resembling the Chrysler Building with a compressed top. The shorter tower is Churchill Executive, an office tower. It has 43 floors and stands at 172 m (564 ft.)

**Project:** Design and Build of Internal Signage



# Hult international Business School, Duabi

Client - Hult, Dubai



**Project:** Design and Build External Signage and Flags.

Consultant - DAR Consulting Architects & Engineers



BPS was appointed by Dubai Customs to implement the wayfinding and signage for their various heritage sites being developed at fishing harbours throughout Dubai.

**Project:** Design and Build of the External Signage Package

Consultant - DAR Consulting Architects & Engineers



BPS was appointed by Dubai Customs to implement the wayfinding and signage for their various heritage sites being developed at fishing harbours throughout Dubai.

**Project:** Design and Build of the External Signage Package

## Definition

Defining project requirements.

## Delivery

Production, manufacturing, installation and continued maintenance of the solution.

	System Selection	Documentation	Production	MFG & Finishing	Implementation	Maintenance
<b>Description</b>	Evaluate product options and select a final solution which meets performance, aesthetic and budgetary requirements for the project and the client	Preparation of final family of sign-type drawings and design & wayfinding guidelines once final system has been selected	Product on artwork is created from sign family drawings for sign off. Final preparation of all supporting graphic enhancements; digital graphics, vinyl applications etc.	Manufacturing of final sign system. Paint finishing, assembly and integration of components. Application of final graphic enhancements.	Solution is integrated into the building environment in line with the clients programme by full time Brand Plus installation team	Periodic cleaning, replacement and repair (Defined within the maintenance manual)
<b>Benefit</b>	Costs are secured by selecting the right product to suit the budget available as well as providing the maximum environmental performance and visual appeal	The complete program can be documented for customer needs and future re-order and management requirements.	Ensures information & design layouts are correct at point of manufacture & inline with client approval.	Central manufacturing delivers uniformity of finish & product size tolerances.	Ensures on site consistency & knowledge of the programme & site issues	Ensuring a consistent positive image for employees & customers.
<b>Action</b>	<ul style="list-style-type: none"> <li>• Evaluate product performance.</li> <li>• Select final solution.</li> <li>• Develop programme and installation plan based on materials selected</li> </ul>	<ul style="list-style-type: none"> <li>• Create sign-type drawings.</li> <li>• Identify re-order elements.</li> <li>• Prepare re-order program</li> <li>• Prepare installation program</li> </ul>	<ul style="list-style-type: none"> <li>• Produce artwork.</li> <li>• Prepare shop drawings.</li> </ul>	<ul style="list-style-type: none"> <li>• Mfg sign types.</li> <li>• Integration of any bespoke elements.</li> <li>• Paint &amp; finishing.</li> <li>• Application of graphics.</li> <li>• Provide value engineering.</li> <li>• Prototyping</li> </ul>	<ul style="list-style-type: none"> <li>• Install sign system.</li> <li>• Installation is complete &amp; signed off on site.</li> </ul>	
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Product selection</li> <li>• Final budget.</li> <li>• Final project plan.</li> <li>• Execute installation agreements.</li> </ul>	<ul style="list-style-type: none"> <li>• Design manual and maintenance.</li> </ul>		<ul style="list-style-type: none"> <li>• Painted &amp; finished system.</li> <li>• Value engineering feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• Installed solution.</li> <li>• Ongoing partnership.</li> </ul>	

### Resources

Consultant  
Project Mgmt.  
Sign Planner  
Graphics  
Fabrication  
Installer





## 2.1 Trade License Copy

BRAND



## رخصة تجارية Commercial License

### تفاصيل الرخصة / License Details

License No.	642940	رقم الرخصة
Company Name	BRAND PLUS SIGN LLC	اسم الشركة
Trade Name	BRAND PLUS SIGN LLC	الإسم التجاري
Legal Type	Limited Liability Company(LLC)	الشكل القانوني
Expiry Date	28/07/2020	تاريخ الإصدار
D&B D-U-N-S® No	0	رقم الرخصة الام
Register No.	1063340	عضوية الغرفة
	تاريخ الإنتهاء	Issue Date
	رقم العالمى	Main License No.
	رقم السجل التجارى	DCCI No.
		رقم الرخصة الام
		رقم الرخصة الام

### الاطراف / License Members

Share / الحصص	Role / الصفة	Nationality / الجنسية	Name / الإسم	No./ رقم الشخص
	مدير / Manager	الهند / India	بيجو بيبي كوتي جاكوب	241367

### نشاط الرخصة التجارية / License Activities

Advertising Requisites Trading	تجارة الوسائل والادوات الاعلانية
Advertising Billboards Contracting	مقاولات تركيب اللوحات الاعلانية
Advertisement Designing & Producing	خدمات الدعاية والإعلان لإنتاج وتصميم الإعلانات

### العنوان / Address

Phone No	تليفون	P.O. Box	85726	صندوق بريد
Fax No	فاكس	Parcel ID	129-200	رقم القطعة
Mobile No	هاتف متحرك			مكتب (3-4) ملك الشيخ مسلم سالم مسلم بن حم العامري-بور سعيد (B استدامة)

### الملاحظات / Remarks

تم انسحاب شريك في 19/12/2013  
تم اضافة وانسحاب شريك واطافة نشاط 21/4/2015

Print Date 08/07/2019 10:33 تاريخ الطباعة Receipt No. 13248091 رقم الإيصال

يمكنك الآن تجديد رخصتك التجارية من خلال الرسائل النصية القصيرة، أرسل رقم الرخصة إلى 6969 (دو/اتصالات) للحصول على إذن الدفع.  
Now you can renew your trade license by sending a text message (SMS). Send your trade license number to 6969 (Du/ Etisalat) to receive payment

وثيقة إلكترونية معتمدة وصادرة بدون توقيع من دائرة التنمية الاقتصادية. لمراجعة صحة البيانات الواردة في الرخصة برجاء زيارة الموقع [www.dubaied.gov.ae](http://www.dubaied.gov.ae)  
Approved electronic document issued without signature by the Department of Economic Development. To verify the license kindly visit [www.dubaied.gov.ae](http://www.dubaied.gov.ae)

## 2.2 Insurance Copy

BRAND

Paid Up Capital: Dhs. 500,000,000

Registered under Federal Law No. (6) of 2007  
Certificate No. 14 dated 29<sup>th</sup> December 1984

رأس المال المدفوع: ٥٠٠,٠٠٠,٠٠٠ درهم

مسجلة طبقاً للقانون الإتحادي رقم (٦) لسنة ٢٠٠٧م  
شهادة رقم ١٤ بتاريخ ٢٩/١٢/١٩٨٤م

**WORKMEN'S COMPENSATION INSURANCE CERTIFICATE**

**TO WHOMSOEVER IT MAY CONCERN**

20/08/2019

We confirm that **M/S. Brand Plus Sign Llc** is insured with us under Workmen's Compensation Insurance as per the following details

**Insured's Name** : Brand Plus Sign Llc  
**Address** : P.O.Box 85726 , Dubai , United Arab Emirates  
**Policy No** : P/11/6021/2019/192  
**Period of Insurance** : From : 20/08/2019 16:07:24 To : 19/08/2020 23:59:00  
**Cover** : As per UAE Federal Labor Law no 8 of 1980 and subsequent amendments thereto  
**Employer's Liability** : AED 1,000,000.00 any one occurrence and in the aggregate  
**Insured Employees** : 4 Employees  
**Territorial Limit** : UAE  
**Law & Jurisdiction** : UAE

All other Terms, Conditions, Exceptions as per the original Policy issued to the Insured.

This Certificate is issued as per the request of the Insured.



**For ORIENT INSURANCE (PJSC)**

**Authorized Signatory**

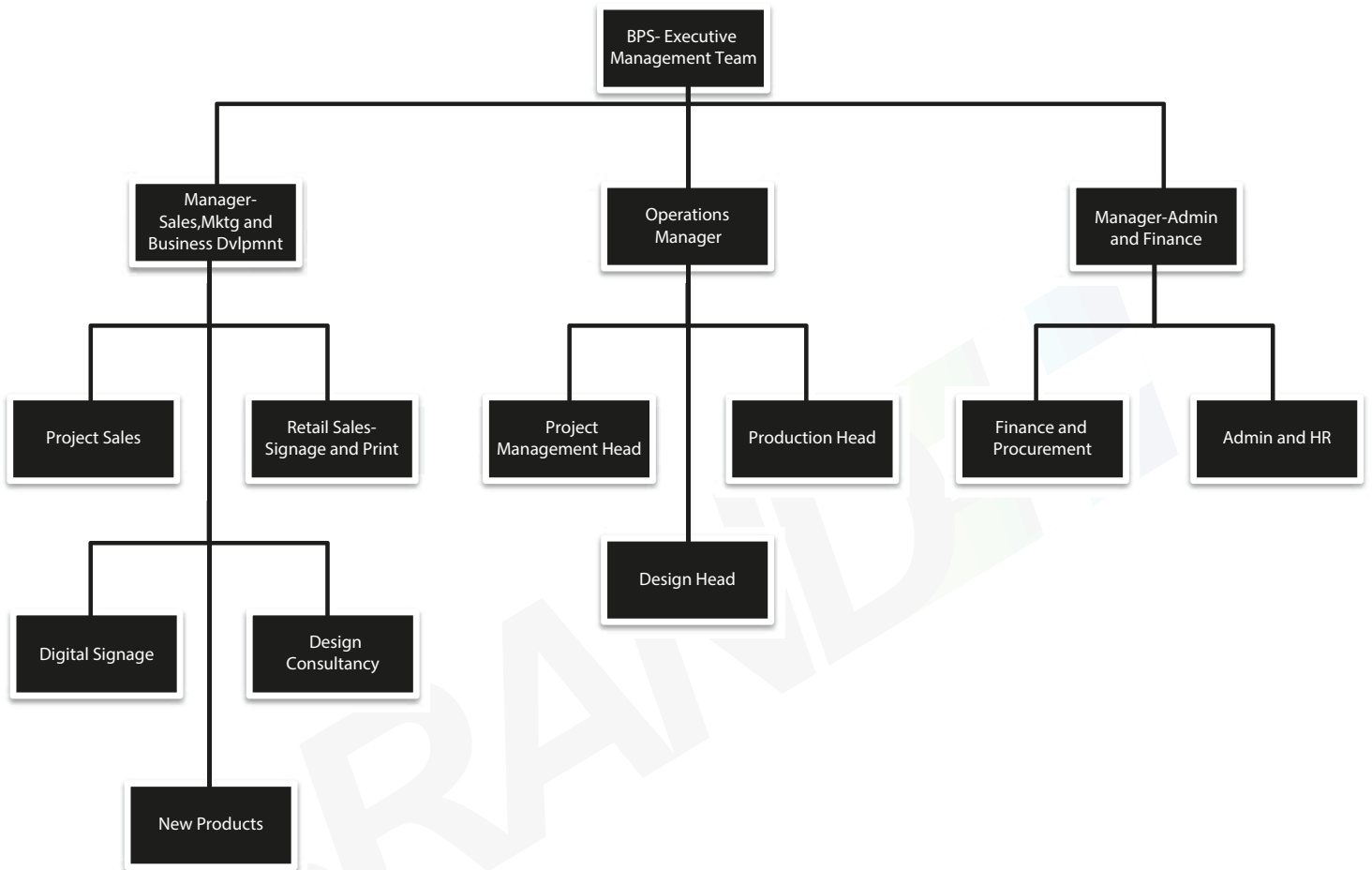
Orient Insurance PJSC  
PO Box 27966, Dubai, UAE  
Telephone: 800 - ORIENT( 674368 )  
Email - orient.Wcplinsurance@alfuttaim.com

Registered under UAE Federal Law No.6 of 2007 .  
Insurance Authority No. 14  
Commercial License No. 51814

## 2.3 Organization Chart

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# BrandPlus Organization Structure



## 2.4 List of Company Owned Plant and Machinery

BRAND

### Types and Quantities of Machinery

Neon / Metal – Signage Dept.	Unit (Nos)
Welding Plants – Steel	04
Welding Plants – Aluminum	02
CNC Bending Machine	03
Shearing Machine	02
CNC Router Machine	06
Profile Cutting Machine	02
10 Ton Press Machine	01
Automated Printing Booth	01

### Technical Capabilities

	Unit (Nos)
AutoCAD Operator	02

### Computer Systems (for Design & Technical)

	Unit (Nos)
Macintosh	05
IBM	02

**Installation equipment including – scaffolding, ladders, hoists, generators, trolleys etc.**

Aluminum Scaffolding Towers	08 sets
Ladders	08 sets
Generators	02 nos
Trolleys and Hoists	Several
Safety Equipments	Several



## 2.5 Quality Plan

BRAND

## Table of Contents

A	Quality Policy
B	Organization
C	Responsibility & Authority
D	Process Controls
E	Suppliers
F	Identifying Non-Conforming works, Services or Products
G	Monitoring Schedules, Delivery Dates & Budget
H	Agreement Administration
I	Project Specific Quality Assurance Plan (PSQAP)
J	Organizational & Technical Interfaces
K	Quality Control / Quality Assurance Procedures
L	Feedback
M	Internal Quality Audits

## A. Quality Policy

Brand Plus Sign LLC's (BPS) Quality Improvement Team is comprised of the Board of Directors and the Quality Assurance Manager and has the responsibility to plan and manage the implementation and operation of the Continuous Quality Improvement and Assurance Process. The Policy reads – "It is the policy of Brand Plus Signs to provide quality work, services, and products that meet or exceed the expectations and requirements of its clients. The Company is committed to continuous quality improvement through involvement of all personnel in a systematic, logical process to continually improve the Company's work practices and procedures."

Each full time employee receives a copy of this policy and then he/she receives the Continuous Quality Improvement training the earliest. Project employees are required to document adherence to the Quality Policy.

BPS's Continuous Quality Improvement process has been developed to ensure conformance to specified requirements, procedures and practices. The following documents have been developed by BPS and will be used by our Project Manager to develop project specific procedures and practices to ensure quality on a specific project:

1. Management Manuals and Quality Manual
2. Operating Procedures (Who, What, When, Where, Why)
3. Work Instructions (How to do it)
4. Audits of Conformance

The Continuous Quality Improvement effort involves project management and staff level personnel meeting weekly in quality improvement meetings. In these meetings, all facets of project management, project execution, design methods, field services, etc. are evaluated for potential process improvements. Where identified changes can improve our goal of delivering a quality service, the new procedure is approved, documented and distributed to all potentially affected employees.

## B. Organization

To establish consistency in quality assurance and quality control (QA/QC), BPS established a position of Quality Assurance Manager. This individual reports to the Board of Directors and is responsible for establishing overall company policies for quality and project management, monitoring quality throughout the organization and identifying required changes in company policies.

The responsibility for project-specific quality is assigned to the project manager and the designated quality assurance coordinator for the specific project.

## C. Responsibility & Authority

At project inception, the Quality Assurance Manager will be available to assist the Project Manager in the development of a Project Specific Quality Assurance Plan (PSQAP). For each project, a Quality Assurance Manager will be named. This individual will be responsible for implementing and monitoring the PSQAP.

This individual will be responsible for verification of the QA/QC processes by conducting periodic evaluations. The evaluation includes ensuring proper corrective action is taken when required and that disposition of non-conforming work, services, and products are in accordance with Section "F" of this document, Company procedures, and the project-specific QA plan. The project manager is responsible to ensure corrective actions are taken if required and non-conforming work is handled properly.

#### **D. Process Controls**

At inception of the project, the Project Manager clearly identifies the objectives, requirements, and operating procedures for the project. Project objectives, requirements, and operating procedures are documented in the PSQAP and shared with the members of the design team. Utilizing the documents identified in Section "A", the Project Manager/Team develops the specific QA/QC procedures to be included in the PSQAP. These include peer reviews, independent checking, scheduled design review meetings, plan development review checking, CADD documentation, coordination with outside agencies, procedures for documenting various tasks, conformance audits, and various management tools (control sheets, ledgers, comment register, etc.). The Project Manager also develops a "Design Criteria" document. This document, which is completed and checked prior to any calculations or plan work, contains relatively detailed design information for each design element. This document will be kept in the central job file. Project task designers will be made aware of the content and location of this document.

BPS is continually reviewing equipment and software that may improve the delivery of the design product and assist us in managing the design process. Electronic file transfer is utilized with clients, sub-contractors and others whenever possible to provide for timely reviews and approvals.

#### **E. Suppliers**

BPS maintains records of supplier performance. For each project, suppliers are evaluated and selected on the basis of their ability to meet the projects requirements, inventory levels, staff resources and dedication to schedule the supply.

The selected suppliers will be required to either accept and implement BPS's PSQAP or prepare their own PSQAP and submit it to BPS for review and approval to ensure compliance with project requirements. If the suppliers uses BPS's PSQAP, they will be required to submit a Quality Assurance Report for each milestone submittal to BPS.

BPS will perform periodic evaluations to ensure supplier compliance to the PSQAP. Supply prepared by a supplier will be reviewed by BPS to ensure the services, and products meet or exceed the expectations and requirements of our client. BPS's Project Manager is responsible for these reviews, acceptance or rejection of material, and the preparation of reports documenting these evaluations.

#### **F. Identifying Non-Conforming Works, Services or Products**

##### **General**

BPS's procedures to monitor and identify non-conformance of work, services or products include but are not limited to:

1. Independent calculation and plan development checking
2. Scheduled informal review/design meetings
3. Scheduled peer plan review at submission milestones.

The project manager will be responsible for enactment of these procedures for both internal and subcontractor work product.

## Review and Disposition of Nonconforming Design Product

Written documentation of non-conformities is retained in the Project QA file. This documentation shall contain relevant discussions, data, findings and resolution of the nonconformity. The client shall be notified of the nonconforming product and be advised of the resolution.

In accordance with client criteria, nonconforming products will be reviewed with respect to:

- a) Correction to meet client requirements
- b) Acceptance by concession
- c) Use as alternative scheme
- d) Rejection of product or portion thereof

Documentation of non-conforming product disposition will be by entry into the Review Comment Register, minutes of meeting, phone conversation memo and/or letter of record. When nonconforming work is corrected to meet requirements, quality is assured by repeating the design process for checking, peer plan review etc. as discussed above.

## Preventive and Corrective Action

### General

BPS will sustain a preventive and corrective action process that addresses non-conforming conditions.

### Preventive

Critical and detailed reviews/analysis by the Quality Assurance Manager will be performed to ensure that the project is adhering to the specified criteria. This review/analysis will be made prior to each submission and recorded on the Review Comment Register. These reviews will be scheduled prior to the submission date to allow sufficient time to make any required modification to the product prior to the submission to the client. The Quality Assurance Manager will review the minutes of meetings and periodically attend meetings unannounced. This will include internal meetings and team coordination meetings. Emphasis of these reviews will be on the management of the project. This individual will determine if:

1. Problems raised are being addressed.
2. Appropriate action is being taken in a timely manner.
3. Discipline interfaces have been addressed and are effective.

The Project Manager and appropriate staff will perform a technical review of the drawings and reports selected for submission to the client. Submittals will be checked for compliance with codes, design criteria, and standards.

### **Corrective**

As soon as review comments on a submittal are received from the client, the post-submittal review process begins. The purpose of the post-submittal review is to analyze comments, formulate responses and identify corrective actions to satisfy comments made on the submittal by the client. BPS's response to the comments and proposed corrective action will be reviewed with the client prior to the action being implemented. Written comments from the client, comments marked on documents such as plans and reports, and comments recorded in meeting minutes will be documented by the Project Manager in the Review Comment Register. Corrections, other than attributable to client direction, will not be charged to the project.

## **G. Monitoring Schedules, Delivery Dates & Budget**

BPS prepares a detailed schedule and budget for each project and every sign type at inception. The Project Manager monitors work completed to date against the schedule bi-weekly. At this time, he also utilizes a budget report to check expenditures against schedule and budget for every sign type.

Project Managers also prepare a schedule status report to be submitted to the client with the monthly or milestone invoices.

When slippages in schedule or budget occur requiring corrective action, the Project Manager will meet with key project staff to determine appropriate corrective actions, develop a corrective plan, implement the plan and monitor until the project is complete or back on course.

## **H. Agreement Administration**

### **Original Agreement**

BPS has assigned the responsibility of the agreement review process, including the technical and price proposals to the Sr. Sales Manager. The Sr. Sales Manager, besides conducting his own review, may distribute the Agreement to the Company Attorney, the Project Manager, and the Quality Assurance Manager for review of compliance with the project requirements, reasonable expectations of the client, and acceptable risk management levels. Recommended changes to the Agreement will be returned to the Sr. Sales Manager who will conduct, if necessary, meetings with the client to resolve and amend any discrepancies. A copy of the executed Agreement will be distributed to all of the above.

### **Amendment / Supplement to Agreement**

The Project Manager is responsible to monitor the project progress to ensure that the scope of work is completed within the budget and time of completion stipulated in the Agreement.

An amendment/supplement request to revise the scope of work, cost, or time of completion is initiated by the Project Manager. The documentation and justification will be reviewed and approved by the Managing Director prior to submission to the client.

Documentation relative to transfer of funds will be developed by the Project Manager and maintained in the project file. The justification will be reviewed and approved by the Sr. Sales Manager prior to submission to the client.

## **Invoicing**

BPS has a centralized billing function that prepares all invoices. The Project Manager or his designated Estimator is responsible for developing percent completion and related invoice amounts. Documented procedures have been established for processing of invoices. Progress reports are submitted with the invoices.

## **I. Project Specific Quality Assurance Plan (PSQAP)**

BPS will prepare a PSQAP for all projects. The PSQAP may vary from a standard checklist for small projects to a detailed customized document for a complex project.

Initially the Project Manager will prepare a “conceptual PSQAP” which will be limited in detail and address the following at a project overview level:

### **a) Key Considerations**

- a. Key deliverables and their milestones dates
- b. Key project personnel and their accountability
- c. Communication Plan for key project personnel
- d. Decision making steps and issue resolution

### **b) Quality Assurance**

- a. Identify person or agency responsible for independent assurance
- b. Determine the number of status meetings to review schedules, scope, budget, team organization, approvals, and coordination

### **c) Quality Control**

- a. Identify appropriate design criteria and specifications
- b. Identify person(s) responsible for checking assumptions, verifying calculations, and reviewing documentations.
- c. Indicate process for submission preparation and checking
- d. Indicate how design and/or construction costs will be estimated and checked

Generally the plan will include a comprehensive schedule with milestone dates, a communication plan, specific QC/QA procedures for deliverables, and a project team protocol. If necessary, the Sr. Sales Manager and Project Manager will meet with the client to refine the “Conceptual PSQAP” to include further project requirements as deemed necessary by the client.

## **J. Organizational & Technical Interfaces**

The Project Manager will be responsible for implementation of the Team Communication Plan contained in the PSQAP.

Internal and project meetings will be conducted on a regular basis to ensure a coordinated effort between the various organizations and technical units, including subcontractors.

BPS will conduct regularly scheduled meetings with the client and other involved parties to meet project needs.

BPS will prepare and distribute minutes of these meetings to attendees and other affected parties.

#### **K. Quality Control / Quality Assurance Procedures**

BPS's Quality Manual includes procedures and approaches to each of the QC/QA items listed below:

- Cost allocation
- Checking criteria
- Checking measurements, calculations & shop drawings
- Checking of manufactured product with approved shop drawings
- Deliverables
- Control Logs
- Specifications & Workmanship
- Cost Estimates
- Changes
- Project schedule

#### **L. Feedback**

Prior to contractual milestones, the Project Manager will review a draft of the deliverables for comments and discussion with the client. Upon receipt of feedback after submission of the deliverables, this information is logged, reviewed, and appropriate changes are implemented and documented in the file.

In addition, it is BPS's policy that the Project Manager is to maintain contact with the client on a regular basis to discuss the project and obtain feedback. BPS has established a Client Satisfaction Evaluation process as part of Continuous Quality Improvement to obtain client feedback at the substantial completion of the project. Information received on these client surveys is used for improvement on future projects.

#### **M. Internal Quality Audits**

Quality audits will be performed on every project and will be conducted, at a minimum, at each submission milestone. These audits will be used to verify whether quality activities comply with planned arrangements and to determine effectiveness of the quality process. Exact number and frequency of quality audits will vary with the project and will be established, with concurrence by the client, in the PSQAP at commencement of the project.



The Project Quality Assurance Manager or a member of the Company Quality Improvement Team, both of who are independent of those performing the work, will conduct audits. A copy of the completed Audit Form will be placed in project QA file.

Where non-conformity is found, the Project QA Coordinator will recommend changes to be implemented by the Project Manager and notify the organization or technical unit performing the work. A follow-up audit will be conducted to determine if a corrective action plan is undertaken. The audit form report will be noted to indicate findings of action taken and placed in QA files.

BRAND

## 2.6 Method Statement

BRAND

## Method Statement

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Project : Various  
Contractor : Brand Plus Sign LLC  
Client :  
Submitted By : Brand Plus Sign LLC

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### Introduction

The method of statement mainly has 11 procedural levels as mentioned hereunder. The timely completion of the project depends on the cooperation, timely response and accurate information from all the parties involved.

#### 1.0 Information Phase:

1.1 Project Manager collects available information (Tender Documents) from the client and prepares Sales Estimate Form Document / information to be attached with the Estimate form includes:

- Specifications of Internal Sign
- Specification for External Sign
- Process of Manufacturing the Signs
- Construction details
- Installation details
- Site location / photograph
- Any statutory / regulatory requirement

1.2 The Sales Estimate Form with all attached documents is forwarded to Estimation Department.

#### 2.0 Analysis Phase:

2.1 The estimation department checks the estimate and makes any required amendments. Purchase Department / Project Manager is also involved wherever required. Parameters which are taken into consideration at this stage includes:

- Raw material: local / import
- Scope of sub-contracting work involved, if any
- Transportation of the raw material to the factory
- Any additional machine / process requirement

2.2 Project Manager coordinates with design department for making of proposals / designs, for various sign types.

### 3.0 Bid Submittal and Contract Signing:

- 3.1 After approval of the bids, contract is signed between Brand Plus Sign and the client.
- 3.2 Contract specifies all details agreed between Brand Plus Sign and the client.

### 4.0 Work Order Opening:

- 4.1 Projects Manager opens work order mentioning all specifications and requirements etc.
- 4.2 Accounts Department issues unique number to the work order. All costs / labor incurred on the job are traceable thru the work order number.
- 4.3 Work Order with Work Order Flow Sheet is forwarded to Estimation Department thru Production Secretary who verifies the attachment of all required documents.

### 5.0 Planning Phase:

- 5.1 Estimation Dept. prepares Bill of Material that is checked and verified by Estimator, Project Manager, Floor Coordinator and Production Manager.
- 5.2 Planning Department in coordination with Project Manager and Project Engineer prepares a detailed Gantt chart of the project. The chart gives all activities with date and responsibilities for the complete project. The development of samples / prototypes and their approval are also included in the chart.
- 5.3 The Gantt chart is approved by Production Manager and Projects Manager.
- 5.4 Bill of material is sent to Stores, for confirmation of availability of Material.

### 6.0 Design Phase:

- 6.1 Project Engineer, Project Supervisor and QA/QC establishes product and process production and Quality parameters.
- 6.2 Project Engineer along with Project Executive conducts joint site survey to collect site installation details.
- 6.3 Project Draftsman in consultation with Project Engineer prepares Fabrication / Part Drawings.

Drawings shall indicate / illustrate the following:

- Materials
- Fabrication / Assembly / Installation details
- Fastening materials
- Color specifications
- Typography identification
- Electrical Details if Required
- Any other specific requirement



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