

## REVISIONS IN EXISTING PROCEDURES/ ATTACHMENTS

**(Rev. 135 Dated 01-JAN-2021)**

- **DWI 603– Payroll (Rev. 17)**
  - Provision of Paternity leave added in section 3.4.7.3.
  - Attachment 11- List of Penalties (UAE) revised.
- **AWI 130– Computer Software – Hardware & Hardware Rental (Rev. 23)**
  - Revised the clause 3.2.10 & 3.5.2 for the condition of Software / Subscription purchase.
  - Attachment 1 & Attachment 2 revised.
- **LCM M-003– Internal Micrometer (Including Stick Micrometer)**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 4.0: Environmental Conditions, 4.1 & 4.2 has been revised.
- **LCM M-004– Depth Micrometer**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 3.0: Add Reference Standard on subdivision ‘d’
  - Section 4.0: Environmental Conditions, 4.1 & 4.2 has been revised.
- **LCM M-005– Depth Gauge**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 3.0: Add Reference Standard on subdivision ‘a, b’ & d.
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
  - Section 7.1: Calibration Procedure, Add Column, Gauge Block Using Measurement Range.
  - Section 7.3: Added section for depth Measurement using gauge block.
- **LCM M-006– Feeler Gauge**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 1.0: Add line Standard Micrometer Measuring Range 0-25 mm (metric) and 1 inch (imperial).
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
- **LCM M-007– Dial Gauge (Plunger Type)**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
- **LCM M-008– Dial Test Indicator (Lever Type)**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 1.0: Scope, Range has been Revised
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
  - Section 7.0: New section added 7.3 subdivision Calibration Tester 0-25 mm
- **LCM M-009– Dial Thickness Gauge**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 3.0: Add Reference Standard on subdivision b & c.
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
  - Newly added Sections 7.1, 7.2,7.3,7.4,7.5,7.6 & 7.7.
- **LCM M-010– Hand Torque Tools**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 3.0: Add Reference Standard on subdivision ‘a ‘, Pro Test -1500
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.

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- Section 5.0: Pictorial Representation “Front View” pic has been changed to new.
- Revised Sections 8.5, 8.6, 8.9 & 8.16
- **LCM M-011– Weighing Instruments (Non-Automatic)**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 1.1 Scope revised by adding line “for the calibration of Non-automatic /Automatic Weighing Instruments Maximum up to 40 kg. (18 piece, Range from 1g to 20 kg).
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
  - Section 5.0: Added pictorial representation
- **LCM M-012– Weights**
  - Revised to adapt Company name change as Emarat Aloula
  - Section 4.0: Environmental Conditions ,4.1 & 4.2 has been Revised.
  - Section 5.0: Pictorial Representation, Weights Set picture has been updated.
- **AWI 156– Employee Transfer, Resignation, Termination & Dismissal (Rev. 16)**
  - Revised to add Attachment 5 - Employee Transfer – Time Sharing Basis, and corresponding changes in Para 3.4
  - Attachment 01 - Employee Transfer Form revised to add the final copy is send to PCSD.
  - Attachment 01 A - Employee Transfer Form (Shutdown Specific) revised to add the final copy is send to PCSD.
  - Attachment 01 B- Employee Transfer Form (Bulk Transfer) revised to add the final copy is send to PCSD.
- **DWI 501– Non Manual Employees Recruitment (Rev. 22)**
  - Attachment – 01 - Staff Requisition Form (SRF) revised to add the final copy is send to PCSD.
- **AWI 901– Miscellaneous Forms**
  - Attachment – 01 - Equipment Hire Rates-Al Maha Water Service – New attachment added with Hire rate.
- **AWI 106–Correspondence Format and Control (Rev. 50)**
  - Attachment 01A - Typical Letter Layout (Emarat Aloula, Dubai) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo.
  - Attachment 01B - Typical Letter Layout (Emarat Aloula, Dubai Branch) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo.
  - Attachment 01C - Typical Letter Layout (Calibration Laboratory, Abu Dhabi) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo and added ICV Logo.
  - Attachment 03A - Sample Facsimile Transmittal Sheet (Emarat Aloula, Dubai) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo.
  - Attachment 03B - Sample Facsimile Transmittal Sheet (Emarat Aloula, Dubai Branch) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo.
  - Attachment 16 - Purchase Order Format (Emarat Aloula, Abu Dhabi) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo, ICV Logo and TRN added.
  - Attachment 16A - Purchase Order Format (Emarat Aloula, Dubai) revised by replacing OHSAS 18001 Logo with ISO 45001 Logo and TRN added.
- **AWI 222– Subcontract Administration (Rev. 25)**
  - Attachment 17 – Subcontract closeout Checklist revised by adding “Valid ICV Certificate”.

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- **DWI 275 - Main Contracts / Agreements (Rev. 16)**
  - Revised as per the organization structure.
- **LCM M 001 – Laboratory Calibration Method – Vernier / Dial / Digital Caliper (Rev. 2)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 3.0: Add reference standard on subdivision a& e
  - Section 4.0: Environmental Conditions revised.
  - Section 7.1.1 revised
- **LCM M 002 – Laboratory Calibration Method – External Micrometer (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.
- **LCM E 022 – Laboratory Calibration Method – Phase Sequence Indicator (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.
- **LCM E 023 – Laboratory Calibration Method – Automatic Butt Fusion Machine (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.
- **LCM E 024 – Laboratory Calibration Method – Control Unit of Butt Fusion Machine (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.
- **TWI 905 – Infrared Thermography Inspection (Rev. 4)**
  - Revised to reflect the change in Company name and organizational structure.
- **AWI 601 – Welding Services (Rev. 5)**
  - Revised to reflect the change in Company name and organizational structure.
- **AWI 106 – Correspondence Format and Control (Rev. 50)**
  - Attachment 03 – Sample Facsimile Transmittal Sheet (Emarat Aloula, Abu Dhabi) revised with ICV Logo and BVQI Logo.
- **AWI 901 – Miscellaneous Forms (Rev. 22)**
  - Attachment 01C-Payment Release Transmittal-revised to include the responsibility of PCSD
- **DWI 275 – Main Contracts/ Agreements (Rev. 15)**
  - Attachment 17 - Request/ Approval for Preparation of Agreement revised to reflect the change in Company name and organizational structure.
- **LCM E 001 – Laboratory Calibration Method - Timer/ Stop Watch (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM E 002 – Laboratory Calibration Method - Voltage Measuring Devices (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM E 003 – Laboratory Calibration Method - Current Measuring Devices (Including Current Clamps) (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM E 004 – Laboratory Calibration Method - Resistance Measuring Devices (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM E 005 – Laboratory Calibration Method - Low OHM Meters (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM E 020 – Laboratory Calibration Method - Cable Locator/ Cable Fault Locator (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.

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- **LCM E 021 – Laboratory Calibration Method - Circuit Breaker Analyzer (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
  - Section 4.0: Environmental Conditions revised.
- **LCM C 001 – Laboratory Calibration Method - Single and Multi Gas Detectors (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM C 002 – Laboratory Calibration Method - pH Meter (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **LCM C 003 – Laboratory Calibration Method - Conductivity Meter (Rev. 1)**
  - Revised to reflect the change in Company name and organizational structure.
- **AWI 106 – Correspondence Format and Control (Rev. 50)**
  - Attachment 01 - Typical Letter Layout (Emarat Aloula, Abu Dhabi) revised with ICV Logo and BVQI Logo.
  - Attachment 26 - E-mail Signature Format (Emarat Aloula) has been unified by removing the separate email signature format for FM-Institutional & Commercial business line.
- **AWI 357 – Facility Management Employee Handbook (Rev. 1)**
  - Revised as per the organization structure.
  - Attachment 1 Handbook made general for Facility Management.
- **AWI 360 – Call Center Operations (Rev. 2)**
  - Revised as per the organization structure.
- **AWI 410 - Engineering & Procurement (Rev. 11)**
  - Editorial changes in attachment 27 - Price Comparison Statement.
- **OHSCP 027 - OHSE Appreciation Programs (Rev. 1)**
  - Revised Clause 3.2 Responsibility, Clause 3.3 General Procedure and Clause 3.4 Award Program
  - OHSE Certificate of Appreciation (Attachment 2A & Attachment 2B) added.
  - Attachment 3 - OHSE Award Criteria added.
- **DWI 751 – Temporary Office Facilities(Office Cabins) (Rev. 8)**
  - Revised as per New organization structure and to adapt Company name change as Emarat Aloula.
- **DWI 351 – Pre-Qualification, Bid/ No Bid & Obtaining of Tender Documents (Rev. 8)**
  - Revised as per New organization structure and to adapt Company name change as Emarat Aloula.
  - Scope revised to include Bid/ No Bid preparation, Renewal of Emarat Aloula Approvals & Registrations and removed Go/ No Go and Buy/ No Buy.
  - The criteria for obtaining of Tender Documents revised.
  - Att. 2, Att.3, Att. 5 and Att. 6 removed.
  - Bid/ No Bid Log (Att. 7) & Client Approvals / Registrations Log (Att. 8) added.
- **AWI 159 – Professional Societies Membership (Rev. 6)**
  - Revised as per New Organization structure and to adapt Company name change as Emarat Aloula.
- **AWI 222 – Subcontract Administration - Attachment 16 - Payment Certificate (Rev. 17)**
  - Final Approval revised as per the Level of Authority.
- **DWI 301 – Estimation and Expression of Uncertainty in Measurement (Rev. 1)**
  - Revised as per new Organization Structure and to adopt Company Name change as Emarat Aloula.
- **DWI 300 – Control of Monitoring and Measuring Equipment (Rev. 32)**
  - Revised to adapt Company name change as Emarat Aloula.
  - Section 3.2.3 revised as “Auto Generate e-mail notification in ERP System to the respective project Managers”.

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- Section 3.4.2 revised by “as per Project Recommendation”.
  - Section 3.7.4.1, Calibration Certificate section revised.
  - Sections 3.12.1, Verification of previous measurements section revised.
  - Monthly Calibration and Rental Rates (Attachment 4B) revised with a reduction of 30% on Instrument Rental rates, which will be effective from January 2020 invoicing.
  - Attachments 4, 4A and 14 deleted.
- **AWI 307 – Project Progress and Productivity (Implementation of Enterprise Resource Planning-Productivity) (Rev. 3)**
- Revised as per new Organization Structure and to adopt Company Name change as Emarat Aloula.
- **AWI 204 – Project Quality Plan (Rev. 3)**
- Revised as per new Organization Structure and to adopt Company Name change as Emarat Aloula.
- **AWI 901 – Miscellaneous Forms (Rev. 22)**
- Revised as per new Organization Structure and to adopt Company Name change as Emarat Aloula.
  - Attachment 01C (Payment Release Transmittal –Cost Plus Work Orders) has been added.
- **AWI 410 - Engineering & Procurement (Rev. 11)**
- The provision of Contract Department’s review for LC value exceeds USD 500,000,- has been removed.
  - Attachment 8 revised to reflect the change.
- **AWI 272 - Organizational Context and Management of Risks and opportunities (Rev. 3)**
- Revised to reflect the change in the Scope of Organizational Activities.