

**6 TENDERER'S OFFER****6.1 FORM OF TENDER**

Chief Executive Officer  
Shire of Wickepin 77 Wogolin Road  
WICKEPIN WA 6370

BC 1033 62

I/We AFTER BUILDER PTY LTD (CONCITY)  
(BLOCK LETTERS)

of 52 King Edwards Rd, Osborne Park, WA, 6017  
(ADDRESS)

ABN 64629354749 ACN (if any) 629354749

Telephone No: 1300 776040 Facsimile No: \_\_\_\_\_

E-mail (if any): tenders@concity.com.au

**In response to RFT 5-2019/2020 Construction of One 4x2 executive home either transportable or built on site.**

Under and subject to the Conditions of Tendering annexed hereto I/we, the undersigned hereby Tender the following sum to complete the Works referred to in the Request for Tender.

four hundred ninety-five thousand (AUD)  
(AMOUNT IN WORDS)

(\$ 495,000)  
(Numerals)

M. MASOUD FAIAZ AZAR

And I/we undertake to perform the work under the Contract in accordance with Minor Works and Services General Conditions of Contract attached to this Request and Specification, Drawings, which documents I/we have examined, and I/we agree that this Tender shall remain binding on me/us for ninety (90) calendar days from the date of the Tender closing or forty-five (45) days from the Council's resolution for determining the Tender whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing and shall not be withdrawn during that period.

Dated this 30 day of 10 2020

Signature of authorised signatory of Tenderer: M. Masoud Faiaz Azar

Name of authorised signatory (BLOCK LETTERS): MASOUD FAIAZ AZAR

Position: Director

Address: 16 Settlers Circle, Gwelup, 6018, WA

Witness Signature: Neda Adibnia

Name of witness: (BLOCK LETTERS): NEDA ADIBNIA

Address: 2 Marchese Pass, Stirling, WA 6021

## 6.2 TENDERER'S RESPONSE

The following checklist has been provided to assist you with your submission. Where it is necessary to provide additional information please ensure that all documents are clearly marked with the relevant Attachment title to assist the evaluation panel with their assessment.

(NOTE: All pages within Part 6 are to be completed and returned to the Principal as they form part of your Tender submission).

### 6.2.1 ORGANISATIONAL PROFILE

Attach a copy of your organisation structure and provide background information on your company and label it <b>"Organisation Structure"</b> .	<b>"Organisation Structure"</b>	Tick if attached <input checked="" type="checkbox"/>
If companies are involved, attach their current ASC company extracts search including latest annual return and label it <b>"ASC Company Extracts"</b> .	<b>"ASC Company Extracts"</b>	Tick if attached <input checked="" type="checkbox"/>

### 6.2.2 REFEREES

Attach details of your referees, and label it <b>"Referees"</b> . You should give examples of work provided for your referees where possible.	<b>"Referees"</b>	Tick if attached <input checked="" type="checkbox"/>
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### 6.2.3 AGENTS

Are you acting as an agent for another party?	Yes / <b>No</b>	
If Yes, attach details (including name and address) of your principal and label it <b>"Agents"</b> .	<b>"Agents"</b>	Tick if attached <input type="checkbox"/>

### 6.2.4 TRUSTS

Are you acting as a trustee of a trust?	Yes / <b>No</b>	
If Yes, in an attachment labelled <b>"Trusts"</b> : (a) give the name of the trust and include a copy of the trust deed (and any related documents); and (b) if there is no trust deed, provide the names and addresses of beneficiaries.	<b>"Trusts"</b>	Tick if attached <input type="checkbox"/>

### 6.2.5 SUBCONTRACTORS

Do you intend to subcontract any of the Requirements?	<b>Yes</b> / No	
If Yes, in an attachment labelled <b>"Subcontractors"</b> provide details of the subcontractor(s) including: (a) the name, address and the number of people employed; and (b) the Requirements that will be subcontracted.	<b>"Subcontractors"</b>	Tick if attached <input checked="" type="checkbox"/>



## 6.2.6 CONFLICTS OF INTEREST

Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?	Yes / <b>No</b>	
If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with and label it "Conflicts of Interest".	<b>"Conflicts of Interest"</b>	Tick if attached <input type="checkbox"/>

## 6.2.7 FINANCIAL POSITION

Are you presently able to pay all your debts in full as and when they fall due?	<b>Yes</b> / No	
Are you currently engaged in litigation as a result of which you may be liable for \$50,000 or more?	Yes / <b>No</b>	
If you are awarded the Contract, will you be able to fulfil the Requirements from your own resources or from resources readily available to you and remain able to pay all of your debts in full as and when they fall due?	<b>Yes</b> / No	
In order to demonstrate your financial ability to undertake this contract, in an attachment labelled "Financial Position" include a profit and loss statement and the latest financial return for you and each of the other proposed contracting entities, together with a list of financial referees from your bank and/or accountant.	<b>"Financial Position"</b>	Tick if attached <input checked="" type="checkbox"/>

## 6.2.8 QUALITY ASSURANCE

Does your organisation have any quality assurance or quality assurance systems?	<b>Yes</b> / No	
If you propose to subcontract, does your subcontractor have a "third party" quality management system in place?	Yes / <b>No</b>	
Supply evidence or details of your quality assurance position and where relevant of your supplier's or subcontractor's position, in an attachment labelled "Quality Assurance".	<b>"Quality Assurance"</b>	Tick if attached <input type="checkbox"/>

## 6.2.9 INSURANCE COVERAGE

The insurance requirements for this Request are stipulated in the Special Conditions. Tenderers are to supply evidence of their insurance coverage in a format as outlined below or in an attachment labelled "Insurance Coverage". A copy of the Certificate of Currency is to be provided to the Principal within 30 days of acceptance.				<b>"Insurance Coverage"</b>	Tick if attached <input checked="" type="checkbox"/>
Type	Insurer – Broker	Policy Number	Value (\$)	Expiry Date	
Public Liability	CGU	15T1491389	\$20,000,000	30 Jan 2021	
Workers Compensation	CGU	0/20-13796	\$50,000,000	30 Jan 2021	
Professional Indemnity Designer	QBE	18BZ0429PID	\$1,500,000	31 Oct 2021	

**6.2.10 OCCUPATIONAL SAFETY AND HEALTH**

Tenderers must complete Part 8 "Tenderer's Safety Record" and submit it marked "Tenderer's Safety Record".	<b>"Tenderer's Safety Record"</b>	Tick if attached <input checked="" type="checkbox"/>
Tenderers must complete Part 7 "Contractor's Occupational Health and Safety Management System Questionnaire and submit it marked "Contractor's Health & Safety Questionnaire".	<b>"Contractor's Health &amp; Safety Questionnaire"</b>	Tick if attached <input checked="" type="checkbox"/>

**6.3 SELECTION CRITERIA****6.3.1 COMPLIANCE CRITERIA**

Please select with a yes or no whether you have complied with the following compliance criteria:

Description of Compliance Criteria		
(a)	Compliance with the Specification contained in the Request.	Yes / No
(b)	Compliance with the Conditions of Tendering this Request.	Yes / No
(c)	Compliance with attendance at any mandatory tender briefing or Site inspection.	Yes / No
(d)	Compliance with the Quality Assurance requirement for this Request.	Yes / No
(e)	Compliance with all necessary Licences and Registrations..	Yes / No
(f)	Compliance with and completion of the Price Schedule.	Yes / No



### 6.3.2 QUALITATIVE CRITERIA

Before responding to the following qualitative criteria, Tenderers must note the following:

- All information relevant to your answers to each criterion are to be contained within your Tender;
- Tenderers are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience;
- Tenderers are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Tenderers are to address each issue outlined within a qualitative criterion.

<b>A) Relevant Experience</b> Describe your experience in completing similar projects. Tenderers must, as a minimum, address the following information and label it <b>"Relevant Experience"</b> : (a) Provide details of similar work; (b) Provide scope of the Tenderer's involvement including details of outcomes; (c) Provide details of issues that arose during the project and how these were managed; (d) Demonstrate sound judgement and discretion; (e) Demonstrate competency and proven track record of achieving outcomes; and (f) Complete Part 9 – "Project Reference Sheet".	<b>Weighting 20%</b>	
	<b>"Relevant Experience"</b>	Tick if attached <input checked="" type="checkbox"/>

<b>B) Tenderer's Resources</b> Tenderers should demonstrate their ability to supply and sustain the necessary: (a) Plant, equipment and materials; and (b) Any contingency measures or back up of resources including personnel (where applicable).  As a minimum, Tenderers should provide a current commitment schedule and plant/equipment schedule in an attachment and label it <b>"Tenderer's Resources"</b> .	<b>Weighting 20%</b>	
	<b>"Tenderer's Resources"</b>	Tick if attached <input checked="" type="checkbox"/>

### 6.4 PRICE INFORMATION

Tenderers **must** complete the following Price Schedule. Before completing the Price Schedule, Tenderers should ensure they have read this entire Request.

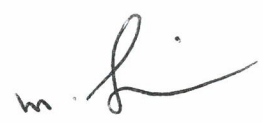
#### 6.4.1 DISCOUNTS

Are you prepared to allow a discount for prompt settlement of accounts?	Yes / <b>No</b>
If you are offering different discounts for different periods, or other discounts such as volume discounts, detail them in an attachment labelled <b>"Discounts"</b> .	<b>"Discounts"</b> Tick if attached <input type="checkbox"/>

6.4.2 PRICE BASIS

Are you prepared to offer a fixed price?	Yes / No
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If No, please indicate how your proposed price variation mechanism differs from the one outlined above. Supply details and label it "Price Variation Mechanism".	"Price Variation Mechanism"	Tick if attached <input type="checkbox"/>
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**6.4.3 SCHEDULE OF RATES FOR LABOUR AND DAYWORKS**

The Tenderer shall list below the hourly rates payable for various occupational groups which may be employed on the Site including any applicable Goods and Services Tax (GST).

ITEM	RATE PER HOUR (ex GST)	GST Component	RATE PER HOUR (inc GST)
Planner or Draftsperson	\$ 70	\$ 7	\$ 77
Supervisor	\$ 80	\$ 8	\$ 88
Building Tradesperson	\$ 60	\$ 6	\$ 66
Labourer	\$ 50	\$ 5	\$ 55
Plant Operator	\$ 70	\$ 7	\$ 77

**6.4.4 SCHEDULE OF RATES FOR PLANT HIRE**

Tenderers shall list the hourly rates for the hire of all types of constructional equipment used on the Site for clearing, earthworks, excavation, compaction, laying of pipes, construction of manholes, grading of surfaces and watering.

The rates shall include allowance for an experienced operator, fuel consumable sores, maintenance, overheads, GST and profit and are for the plant specified or equivalent, based on the Contractors standard working week.

ITEM	RATE PER HOUR (ex GST)	GST Component	RATE PER HOUR (inc GST)
Bobcat	\$ 80	\$ 8	\$ 88
3t Digger	\$ 80	\$ 8	\$ 88
Roller compactor	\$ 70	\$ 7	\$ 77
6 wheels truck	\$ 80	\$ 8	\$ 88

Working week for these rates is Monday to Friday for 8 hours/day.

*m. h.*

**6.4.5 PRICE SCHEDULE**

Tenderers must complete the following Price Schedule. Before completing the Price Schedule, Tenderers should read this entire Request for Tender.

The Tenderer shall price all tasks in the Price Schedule. The prices entered shall fully cover all the obligations of the Contractor under the Contract.

**BREAK DOWN OF LUMP SUM**

NO.	TASK	AMOUNT
	<b>Design</b>	
1.	Architectural Plans	\$ 3,000
	<b>Construction</b>	
2.	Preliminaries	\$ 12,000
3.	Site Works	\$ 15,000
4.	Construction – Lot 50 Smith Street	\$ 410,000
7.	Services – connection to power, water, sewer & phone	\$ 10,000
	<b>TOTAL LUMP SUM PRICE (EX GST)</b>	<b>\$ 450,000</b>
	<b>TOTAL GST COMPONENT</b>	<b>\$ 45,000</b>
	<b>TOTAL LUMP SUM PRICE (INC GST)</b>	<b>\$ 495,000</b>

Four hundred ninety-five thousand (AUD)

Amount in words:

## Options

NO.	TASK	AMOUNT
	<b>Environmental/Energy Efficient Initiatives</b>	
8.	Grid Connected Solar Power 2.5-3.5kw	\$ 5,500
9.	Water Reuse system	
	<b>Optional Construction Design Alternatives</b>	
10.	Construction – Lot 50 Smith Street	
13.	Other initiatives – as identified by the Builder	



## 7 CONTRACTOR'S OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM QUESTIONNAIRE

This questionnaire forms part of the Principal's Tender evaluation process and is to be completed by tenderers and submitted with their Tenders and labelled as "Contractor's Safety & Health Questionnaire". The objective of the questionnaire is to provide an overview of the status of Contractor's safety management system. Contractors may be required to verify their responses noted in their questionnaire by providing evidence of their ability and capacity in relevant matters.

### OSH Policy and Management

YES NO

Is there a written company health and safety policy?

If Yes, provide a copy of the policy.

Comments

See Attached

Reference: WI/MS/01

Does the company have an OSH Management System?

If Yes, provide details

see Attached

Is the OSH Management System audited or reviewed on a regular basis?

If Yes, provide details of last audit and outcomes.

See Attached

Is there a company OSH organisation chart?

If Yes, provide a copy.

Comments

See Attached

Reference: CF/MS/01

Are Health and safety responsibilities clearly identified for all employees?

If Yes, provide details.

See Attached

Are line managers held accountable for health and safety performances?

If Yes, provide details.

See Attached

*m. J.*

see Attached

**PART 7 COMPLETE AND RETURN THIS PART**

**Safe Work Practices and Procedures**

**YES NO**

Has the company prepared safe operating procedures or specific safety instructions relevant to its operations?  
If Yes, provide a summary listing of procedures or instructions.

Comments

\_\_\_\_\_  
\_\_\_\_\_

Are safe operating procedures or specific safety instructions issued to employees?  
If Yes, please explain how this is done.

\_\_\_\_\_  
\_\_\_\_\_

Does the company have any permit to work systems?  
If Yes, provide a copy of a standard incident report form.

\_\_\_\_\_  
\_\_\_\_\_

Which company personnel are responsible for investigating incidents?

\_\_\_\_\_  
\_\_\_\_\_

Do incident reports contain prevention recommendations?

Who is responsible for implementing remedial measures recommended?

Are these procedures to maintaining, inspecting and assessing the hazards of Plant operated/owned by the company?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_

Are their procedures to storing and handling hazardous substances?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_

Are there procedures for assessing and controlling risks associated with manual handling?  
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_



**Occupation Safety and Health**

Describe how safety and health training is conducted in your company?

\_\_\_\_\_

Provide a summary or examples of safety and health training courses provided for, or undertaken by employees during the past 12 months.

\_\_\_\_\_

Is a record maintained of all training and induction programs undertaken for employees in your company? If Yes, provide examples of safety training records.

\_\_\_\_\_

Provide details of any company safety induction programs for company employees and or/Sub contractors.



**Safety and Health Workplace Inspection**

Are regular health and safety inspections at work Sites undertaken? **YES**  **NO**   
If Yes provide details.

\_\_\_\_\_  
\_\_\_\_\_

Are standard work place inspection checklist used to conduct health and safety inspections?    
If Yes, provide details or examples.

\_\_\_\_\_  
\_\_\_\_\_

Who normally completes workplace safety and health inspections?

\_\_\_\_\_  
\_\_\_\_\_

How are workplace safety and health inspection reports dealt with?

\_\_\_\_\_  
\_\_\_\_\_

Is there a procedure by which employees can report hazards at workplaces?    
If Yes, provide details.

\_\_\_\_\_  
\_\_\_\_\_





see Attachments

**PART 7 COMPLETE AND RETURN THIS PART**

**Safety and Health Consultation**

**YES NO**

Is there a workplace safety committee?  
If Yes, provide details.

\_\_\_\_\_

Are there guidelines on procedures governing the safety committee operation?

Are there employee elected health and safety representatives?  
If Yes, provide details.

\_\_\_\_\_

Is there a company safety officer?  
Comments:

\_\_\_\_\_

**Safety and Health Performance Monitoring**

Is there a system for recording and analysing and safety performance statistics?  
If Yes, provide details.

\_\_\_\_\_

Is safety performance on the agenda of management meetings?  
If Yes, provide details.

\_\_\_\_\_

Is senior management involved in analysis of safety performance statistics?

\_\_\_\_\_

Has the company ever been convicted of an occupational health and safety offence?  
If Yes, provide details.

\_\_\_\_\_

*m. hi*





## 10 TENDERER'S RESOURCES SCHEDULE

### 10.1 TENDERER'S CURRENT COMMITMENT SCHEDULE

Project	Description	Value as Let	Date Started	Date Completed/ Anticipated Date of Practical Completion
Francis	2 Dwelling	\$ 400,000	Nov 20	Nov 21
Georgina	1 Dwelling	\$ 175,000	Oct	May 21

### 10.2 TENDERER'S HUMAN RESOURCES SCHEDULE

Staff Name	Month	Month	Month
MASOUD AZAR	Dec	Jan	Feb
FOROUSH JABARI	Dec	Jan	Feb
HESAM PAZOKI		Jan	April
YASER ABDY		Feb	May
SAHID HOSSEINI	Dec		May
Chris Janson	Dec	Feb	
David Simpson		Feb	May



After Builder PTY LTD

ABN 64 629 354 749

Builder Licence: BC 103362

05/11/2020



# Construction Specification and Proposal Layout, Plan, section


Request for Tender: Construction of One 4x2 executive home either transportable or built on site

Principal: Shire of Wickepin

Superintendent: Mark J Hook CEO Shire of Wickepin

Tenderer: After Builder Pty Ltd (CONCITY)

## Proposal Steel frame Specification:

1300 77 60 40 

hello@concity.com.au 

www.concity.com.au 

52 King Edward, Osborne Park, 6017, WA 

After Builder PTY LTD


ABN 64 629 354 749

Builder Licence: BC 103362

05/11/2020



- Concrete footings and ground floor Slab
- Steel frame wall and roof
- External Cladding and isolation
- Internal gyprock finishing
- Skirting
- Aluminum doors and windows
- Other items as requested on tender documents

1300 77 60 40 

hello@concity.com.au 

www.concity.com.au 

52 King Edward, Osborne Park, 6017, WA 









After Builder PTY LTD

ABN 64 629 354 749

Builder Licence: BC 103362

05/11/2020



## Air conditioning cost

Request for Tender: Construction of One 4x2 executive home either transportable or built on site

Principal: Shire of Wickepin

Superintendent: Mark J Hook CEO Shire of Wickepin

Tenderer: After Builder Pty Ltd (CONCITY)

Supply and Install:

14kw Panasonic ducted reverse cycle air-condition

**\$ 18,500 + GST**

1300 77 60 40 

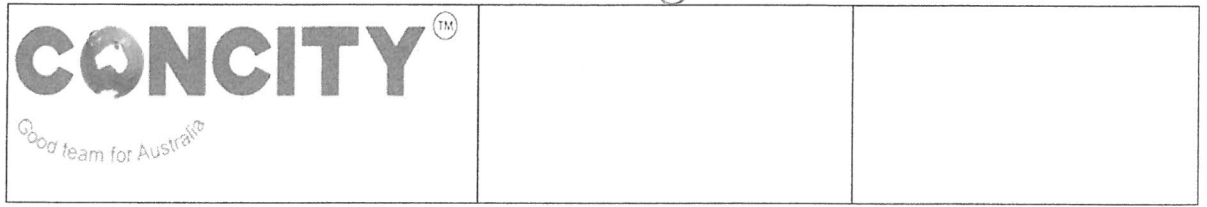
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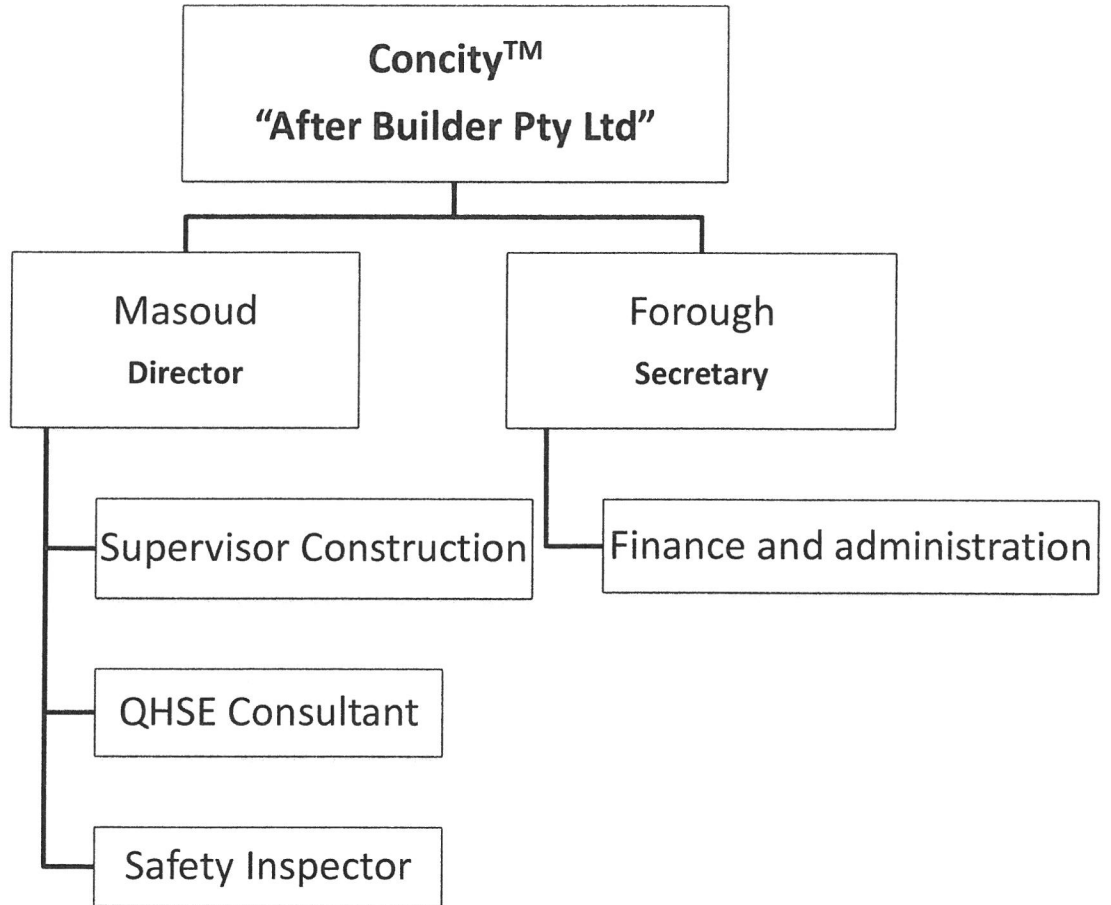
52 King Edward, Osborne Park, 6017, WA 





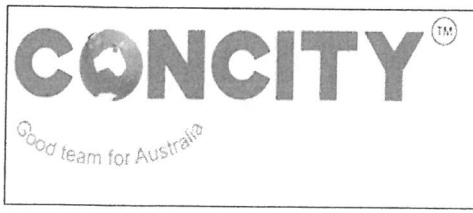


**ORGANIZATIONAL CHART**



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**Masoud Azar**  
DIRECTOR  
After Builder Pty Ltd (CONCITY™)  
November, 2020.

	<b>POLICY MANUAL</b>	Reference: WI/IMS/01 Revision: A Date: October 18 <sup>th</sup> , 2020 Page 2 of 3
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After Builder Pty Ltd "CONCITY", was founded in 2018 by Masoud Azar and Forough Jabari, together they have over 25 years' experience in the construction industry involved in a wide range of large-scale projects. Past projects include Mass building projects, high rise executive apartments and dwelling residential housing projects, hospitals, offices, commercial, fit outs, joinery and construction management.

Concity, provides management, Building design and construction services. This scope of services generally comprises the civil engineering and construction and specifically includes building construction, construction and urban installations.

During last three years of activities, CONCITY founders have built up their reputation in this business by offering its brilliant work and has won appreciation of its clients through providing professional and high-quality engineering and construction services.

Using internationally recognized and highly professional management methods, CONCITY has always been trying to industrialize construction of buildings in parallel with maintaining high quality construction of traditional scheme. As a result of 3 years research and development, CONCITY introduced Prefabricated Lightweight Steel Framing (LSF) with high quality design and finishing.

At Concity, we work hard to ensure that your project in any sizes will come in on time and on budget. We'll handle it all, while communicating openly and honestly throughout the design and construction process with our valuable clients.

**Licences and certificates:**

- Accredited Quality Management system ISO 9001-2015
- Registered Building Contractor BC 103362
- Member of Master Builder association of WA



# MANAGEMENT SYSTEM CERTIFICATE

Certificate No:  
10000384497-MSC-JAS-ANZ

Initial certification date:  
02 November 2020

Valid:  
02 November 2020 - 02 November 2023

This is to certify that the management system of

## **After Builder Pty Ltd (Concity™)**

52 King Edward Rd. Osborne Park, 6017, WA, Australia

has been found to conform to the Quality Management System standard:

**ISO 9001:2015**

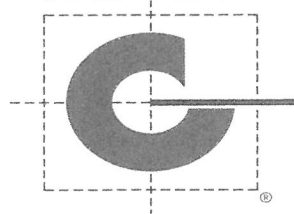
This certificate is valid for the following scope:

**Building, Civil and Project Management**

Place and date:  
**North Sydney, 03 November 2020**



**JAS-ANZ**



For the issuing office:  
**DNV GL – Business Assurance**  
**Level 7, 124 Walker Street, North Sydney,**  
**NSW, 2060, Australia**

**Yngve Amundsen**  
Management Representative

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Accreditation by the Joint Accreditation System of Australia and New Zealand, Acc S 1311292 AS  
Lack of fulfilment of conditions as set out in the Certification Agreement may render this Certificate invalid.  
Refer to appendix for current certificate site address.

URL: [www.jas-anz.org/register](http://www.jas-anz.org/register)

ACCREDITED UNIT: DNV GL Business Assurance Australia Pty Limited., Level 7, 124 Walker Street, North Sydney NSW 2060, Australia.  
TEL: +61 299 00 9500. [www.dnvba.com.au](http://www.dnvba.com.au)



Government of Western Australia  
Department of Mines, Industry Regulation and Safety

# CERTIFICATE OF REGISTRATION

## After Builder Pty Ltd

Registration Number BC103362

As a Building Service Provider

**Registered Building Contractor (Company)**

**Period**

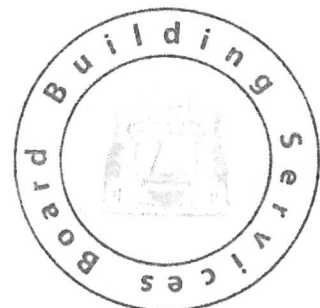
28 May 2020

**To**

28 May 2023

This certificate is issued by the Building Services Board under the provisions of the  
*Building Services (Registration) Act 2011*.  
Registration is not transferable.

Chairperson



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ASIC

Australian Securities & Investments Commission

## Current & Historical Company Extract

**Name:** AFTER BUILDER PTY LTD

**ACN:** 629 354 749

Date/Time: 05 November 2020 AEST 11:12:11 PM

This extract contains information derived from the Australian Securities and Investments Commission's (ASIC) database under section 1274A of the Corporations Act 2001.

Please advise ASIC of any error or omission which you may identify.

EXTRACT

Organisation Details	Document Number
<b>Current Organisation Details</b>	
Name: AFTER BUILDER PTY LTD	5EAC02519
ACN: 629 354 749	
ABN: 64629354749	
Registered in: Western Australia	
Registration date: 12/10/2018	
Next review date: 12/10/2021	
Name start date: 12/10/2018	
Status: Registered	
Company type: Australian Proprietary Company	
Class: Limited By Shares	
Subclass: Proprietary Company	

Address Details	Document Number
<b>Current</b>	
Registered address: 16 Settlers Circle, GWELUP WA 6018	5EAC02519
Start date: 12/10/2018	
Principal Place Of Business address: 16 Settlers Circle, GWELUP WA 6018	5EAC02519
Start date: 12/10/2018	

Contact Address
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.
<b>Current</b>
Address: 55 Tapioca Drive, AVELEY WA 6069
Start date: 16/10/2019

Officeholders and Other Roles	Document Number
<b>Director</b>	
Name: MASOUD FAIAZ AZAR	5EAC02519
Address: 16 Settlers Circle, GWELUP WA 6018	
Born: 21/09/1979, TABRIZ, ISLAMIC REPUBLIC OF IRAN	
Appointment date: 12/10/2018	
<b>Secretary</b>	
Name: FOROUGH JABBARIZADEHKIVI	5EAC02519
Address: 16 Settlers Circle, GWELUP WA 6018	
Born: 01/02/1981, TEHRAN, ISLAMIC REPUBLIC OF IRAN	
Appointment date: 12/10/2018	

Share Information
<b>Share Structure</b>



Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD	ORDINARY	1010000	101000.00	0.00	7EAY73883

**Members**

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: MASOUD FAIAZ AZAR  
 Address: 16 Settlers Circle, GWELUP WA 6018

Class	Number held	Beneficially held	Paid	Document number
ORD	757500	yes	FULLY	7EAY73883

Name: FOROUGH JABBARIZADEHKIVI  
 Address: 16 Settlers Circle, GWELUP WA 6018

Class	Number held	Beneficially held	Paid	Document number
ORD	252500	yes	FULLY	7EAY73883

**Documents**

Note: Where no Date Processed is shown, the document in question has not been processed. In these instances care should be taken in using information that may be updated by the document when it is processed. Where the Date Processed is shown but there is a zero under No Pages, the document has been processed but a copy is not yet available.

Date received	Form type	Date processed	Number of pages	Effective date	Document number
12/10/2018	201C Application For Registration As A Proprietary Company	12/10/2018	3	12/10/2018	5EAC02519
20/07/2020	484 Change To Company Details 484O Changes To Share Structure 484G Notification Of Share Issue 484N Changes To (Members) Share Holdings	20/07/2020	3	20/07/2020	7EAY73883

\*\*\*End of Extract of 3 Pages\*\*\*

After Builder PTY LTD

ABN 64 629 354 749

Builder Licence: BC 103362

05/11/2020



## Referees

### 1- Avopiling WA

Amir Nik mobile: 0421901200

Supply and install 400 Lm concrete guide wall for deep foundation diaphragm wall

Address: Lot 7 Elizabeth Quay – Chevron Tower

### 2- Toh Construction

Anderson Toh mobile: 0421998834

Address: 8 Barrel way, Canning vale

Supply and install warehouse footings, slab and Tilt panels

### 3- Pat Loughnan

Pat mobile: 0417779580

26 Allan rd, Binningup

Double stories dwelling

1300 77 60 40 

hello@concity.com.au 

www.concity.com.au 

52 King Edward, Osborne Park, 6017, WA 

After Builder PTY LTD

ABN 64 629 354 749

Builder Licence: BC 103362

05/11/2020



## Subcontractors

**Name:** TIMOTHY STUART JONES Trading As TJ Drafting & Design (ABN: 94101238674)

**Address:** 1B Katoomba Place, BELMONT, WA, 6104

Number of employed:2


**Requirements that will be subcontracted:** Architecture & Surveying •  
Draftsperson


**Name:** T.G Concrete (WA) Pty Ltd      ABN 99 163 278 822

**Address:** 41 Whimbrel St, Stirling 6021, WA

Number of employed:4

**Requirements that will be subcontracted:** Footings and Concrete Slab

1300 77 60 40 

hello@concity.com.au 

www.concity.com.au 

52 King Edward, Osborne Park, 6017, WA 

# Financial Position

**AFTER BUILDER ABN 64 629  
354 749**

Financial Statements  
For the year ended 30 June 2020



**Mike Bekhanvar**  
Thornlie Square Shopping Centre  
Shop 38, Cnr of Spencer Road & Thornlie Avenue ( In front of Coles ), Thornlie WA  
6108  
Phone: (08) 9493 7340  
Email: [Thornlie@stptax.com](mailto:Thornlie@stptax.com)  
Website: [www.stptax.com/thornlie](http://www.stptax.com/thornlie)

**Contents**

Trial Balance

Detailed Profit and Loss Statement

Detailed Balance Sheet

Directors' Declaration

Compilation Report



## AFTER BUILDER ABN 64 629 354 749

### Trial Balance as at 30 June 2020

		2020 \$ Dr	2020 \$ Cr
	<b>Income</b>		
0500	Gross Income Received		435,892.64
	<b>Expenses</b>		
1510	Accountancy	2,508.18	
1515	Advertising & promotion	1,626.05	
1545	Bank fees & charges	7.57	
1755	Insurance	1,961.91	
1780	Legal fees	26.00	
1800	Materials & supplies	188,507.61	
1804	M/V car - Fuel & oil	808.22	
1806	M/V car - Lease	459.66	
1807	M/V car - Registration/Insurance	955.76	
1826	Office expenses	4,031.11	
1827	Parking	206.33	
1835	Postage	8.05	
1860	Registration & insurance	3,731.59	
1925	Subscriptions	1,799.57	
1927	Subcontractors	167,758.67	
1936	Superannuation - Associated persons	1,662.50	
1940	Telephone	176.07	
1950	Travel, accommodation & conference	337.67	
1951	Uniform	1,040.54	
1965	Wages	44,875.00	
1966	Waste Collection	636.36	
	<b>Current Assets</b>		
2000	Cash at bank	28,612.41	
2050	Cash on hand	1,000.00	
	<b>Current Liabilities</b>		
3084	Director loan		11,569.19
3450	Super Payable		4,275.00
	<b>Equity</b>		
4200	Issued & paid up capital		1,000.00

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**AFTER BUILDER ABN 64 629 354 749**

**Trial Balance as at 30 June 2020**

	<b>2020</b>	<b>2020</b>
	<b>\$ Dr</b>	<b>\$ Cr</b>
	<u>452,736.83</u>	<u>452,736.83</u>
<b>Net Profit</b>		<b>12,768.22</b>

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**These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.**

## AFTER BUILDER ABN 64 629 354 749

### Detailed Profit and Loss Statement For the year ended 30 June 2020

	2020 \$
<b>Income</b>	
Gross Income Received	435,892.64
Total income	<u>435,892.64</u>
<b>Expenses</b>	
Accountancy	2,508.18
Advertising & promotion	1,626.05
Bank fees & charges	7.57
Insurance	1,961.91
Legal fees	26.00
Materials & supplies	188,507.61
M/V car - Fuel & oil	808.22
M/V car - Lease	459.66
M/V car - Registration/Insurance	955.76
Office expenses	4,031.11
Parking	206.33
Postage	8.05
Registration & insurance	3,731.59
Subscriptions	1,799.57
Subcontractors	167,758.67
Superannuation - Associated persons	1,662.50
Telephone	176.07
Travel, accommodation & conference	337.67
Uniform	1,040.54
Wages	44,875.00
Waste Collection	636.36
Total expenses	<u>423,124.42</u>
<b>Profit from Ordinary Activities before income tax</b>	<u><u>12,768.22</u></u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

# AFTER BUILDER ABN 64 629 354 749

## Detailed Balance Sheet as at 30 June 2020

	Note	2020 \$
<b>Current Assets</b>		
<b>Cash Assets</b>		
Cash at bank		28,612.41
Cash on hand		1,000.00
		<u>29,612.41</u>
<b>Total Current Assets</b>		<u><b>29,612.41</b></u>
<b>Total Assets</b>		<u><b>29,612.41</b></u>
<b>Current Liabilities</b>		
<b>Financial Liabilities</b>		
<b>Unsecured:</b>		
Director loan		11,569.19
		<u>11,569.19</u>
<b>Other</b>		
Super Payable		4,275.00
		<u>4,275.00</u>
<b>Total Current Liabilities</b>		<u><b>15,844.19</b></u>
<b>Total Liabilities</b>		<u><b>15,844.19</b></u>
<b>Net Assets</b>		<u><u><b>13,768.22</b></u></u>

These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

**AFTER BUILDER ABN 64 629 354 749**

**Detailed Balance Sheet as at 30 June 2020**

	Note	2020 \$
<hr/>		
<b>Equity</b>		
<b>Issued Capital</b>		
Issued & paid up capital		1,000.00
Retained profits / (accumulated losses)		<u>12,768.22</u>
<b>Total Equity</b>		<u><u>13,768.22</u></u>

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These financial statements are unaudited. They must be read in conjunction with the attached Accountant's Compilation Report and Notes which form part of these financial statements.

## AFTER BUILDER ABN 64 629 354 749

### Directors' Declaration

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The director has determined that the company is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies prescribed in Note 1 to the financial statements.

The director of the company declares that:

1. the financial statements and notes are in accordance with the Corporations Act 2001:
  - (a) comply with Accounting Standards described in Note 1 to the financial statements and the Corporations Regulations; and
  - (b) give a true and fair view of the company's financial position as at 30 June 2020 and of its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements.
2. in the director's opinion, there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the director.

Dated:

## AFTER BUILDER ABN 64 629 354 749

### Compilation Report to AFTER BUILDER

---

We have compiled the accompanying special purpose financial statements of AFTER BUILDER, which comprise the Statement of Profit or Loss and Other Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows and Statement of Financial Position as at 30 June 2020, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1 to the financial statements.

#### *The Responsibility of the Director*

The director of AFTER BUILDER is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial statements were prepared.

#### *Our Responsibility*

On the basis of information provided by the director, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants (including Independence Standards).

#### *Assurance Disclaimer*

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the director who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

---

Mike Bekhanvar  
Mike Bekhanvar  
Thornlie Square Shopping Centre  
Shop 38, Cnr of Spencer Road & Thornlie  
Avenue ( In front of Coles ), Thornlie WA

29 July, 2020





MASOUD FAIAZ AZAR AND FOROUGH  
JABBARIZADEHKIVI  
16 SETTLERS CIRC  
GWELUP WA Australia 6018

29 June 2020

Dear MASOUD FAIAZ AZAR AND FOROUGH JABBARIZADEHKIVI,  
Here's your account information and a list of transactions from 15/06/20-29/06/20.

**Account name** MASOUD FAIAZ AZAR AND FOROUGH JABBARIZADEHKIVI  
**BSB** 062181  
**Account number** 10738147  
**Account type** NetBank Saver  
**Date opened** 14/03/2014

Date	Transaction details	Amount	Balance
28 Jun 2020	Transfer from xx7124 CommBank app Loan return balanc	\$34,000.00	\$355,888.53

Any pending transactions haven't been included in this list. Proceeds of cheques aren't available until cleared.

If you have questions or need more information, go to [commbank.com.au/support](http://commbank.com.au/support).

Yours sincerely,

Brian Moseley  
General Manager, Retail Customer Service



**BUSINESS INSURANCE**

**Certificate of Currency**

Issue Date  
24 January 2020

INSURER: Insurance Australia Limited  
ABN 11 000 016 722  
AFSL 227681  
Trading as CGU Insurance  
181 WILLIAM ST,  
MELBOURNE VIC 3000

The policy referred to is current as at the date of issue of this certificate and whilst an expiry date has been indicated it should be noted that the policy may be cancelled in the future. Accordingly, reliance should not be placed on the expiry date.

**Policy Details**

**Policy Number:** 15T1491389  
**Type of Policy:** Business Insurance  
**Expiry Date:** 30 January 2021  
**Insured:** After Builder Pty Ltd T/AS Concity

**Cover Details**

**Section 5 - Liability**

**Sum Insured**

Public Liability	\$ 20,000,000
Products Liability	\$ 20,000,000

This is to certify cover has been granted in terms of the Company's Standard Policy, a copy of which is available on request. This certificate is not a substitute for the Policy of Insurance issued to you. The Policy, not this certificate, details your rights and obligations and the extent of your insurance cover.



**CGU Workers Compensation**

CGU Workers Compensation  
46 Colin Street  
West Perth WA 6005  
GPO Box M929 PERTH WA 6843  
Telephone: 1300 307 952  
Facsimile: (08) 9264 2899

**EMPLOYERS' INDEMNITY INSURANCE  
CERTIFICATE OF CURRENCY**

Elliott Australia Group Pty Ltd (AI)  
PO Box 1136  
Nedlands WA 6909

**1. STATEMENT OF COVERAGE**

The following insurance policy covers the employer's liability under the Workers' Compensation and Injury Management Act 1981.

**This certificate is valid from:**  to

**The information provided in this certificate is correct at:**

**2. EMPLOYER'S INFORMATION**

Policy Number	State	ABN
<input type="text" value="O/20-13796"/>	<input type="text" value="Western Australia"/>	<input type="text"/>

**Legal Name**

**Trading Name**

**Premium (Industry) Classifications**

**3. IMPORTANT INFORMATION**

**Other Interested Parties**

**Common Law Cover**

Greg Mathews  
CGU Workers Compensation

EIL1008

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Employers are required to ensure a valid certificate is available for inspection at their principal office or place of business.

# Certificate of Currency

## Professional Indemnity

**This Certificate:**

- is issued as a matter of information only and confers no rights upon the holder;
- does not amend, extend or alter the coverage afforded by the policy listed;
- is only a summary of the cover provided. For full particulars, reference must be made to the current policy wording;
- is current only at the date of issue.

Name of Insured	TIMOTHY STUART JONES Trading As TJ Drafting & Design (ABN: 94101238674)
Occupation	Architecture & Surveying • Draftsperson
Policy Number	18BZ04029PID
Policy Period	4.00pm Local Standard Time on 31 October 2020 to 4.00pm Local Standard Time on 31 October 2021
Limit of Indemnity	Professional Indemnity : AUD\$1,500,000 any one claim and in the aggregate. The overall aggregate limit is subject to the number of reinstatements on the policy.
Excess	Professional Indemnity : AUD\$1,000 each and every claim.
Reinstatements	1
Interested Party	None Noted
Underwriter	QBE Insurance (Australia) Limited
Signature	
Name of Signatory	Michael Gottlieb (BizCover)
Capacity/Title	Director
Date	28 Oct 2020

**Please note**

This Certificate is issued subject to the policy's terms and conditions and by reference to the insured's declaration. The information set out in this Certificate is accurate as at the date of signature and there is no obligation imposed on the signatory to advise of any alterations.

## 7 CONTRACTOR'S OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM QUESTIONNAIRE

	YES	NO
<p><b>1. OSH Policy and Management</b></p> <p>Is there a written company health and safety policy? If Yes, provide a copy of the policy. Comments Yes: We have HSE Policy See Policy Manual WI-IMS-01</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>2. Does the company have an OSH Management System?</b> If Yes, provide details. Yes: We HSE Management System based on ISO45001:2018 OH&amp;S Management System and ISO14001:2015 Environmental Management system requirements.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>3. Is the OSH Management System audited or reviewed on a regular basis?</b> If Yes, provide details of last audit and outcomes.  Yes, we conduct internal audit of OSH Management System. Last audit was conducted on 26<sup>th</sup> October 2020 by QHSE Consultant. No Nonconformity raised in internal audit. Only few observations were identified by Auditor.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>4. Is there a company OSH organization chart?</b> If Yes, provide a copy. Comments  Yes, Please see CF/IMS/01 Organizational Chart</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>5. Are Health and safety responsibilities clearly identified for all employees?</b> If Yes, provide details.  Yes, Health, Safety &amp; environmental roles, responsibilities and authorities are clearly defined &amp; documented in Procedure SP/IMS/04.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>6. Are line managers held accountable for health and safety performances?</b> If Yes, provide details.  At CONCITY, all workers including top management are responsible for HSE performance. We review HSE System performance through internal audits, inspections by Safety inspector and overall monitoring by Director Masoud Azar himself.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<p><b>7. Safe Work Practices and Procedures</b></p> <p>Has the company prepared safe operating procedures or specific safety instructions relevant to it operations? If Yes, provide a summary listing of procedures or instructions. Comments Yes:</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 1- HSE Roles, responsibilities & authorities.
- 2- Hazard / Risk assessment
- 3- Incident Investigation & reporting
- 4- Consultation and participation of workers
- 5- Personal Protective equipment's
- 6- Respiratory protection
- 7- Hazardous material management
- 8- First Aid
- 9- Work at Height
- 10- Work in Confined Space
- 11- Electrical Safety
- 12- Fire Safety
- 13- Emergency preparedness
- 14- Environmental Management
- 15- Fall protection
- 16- Waste Management
- 17- Management Review
- 18- Internal Audits
- 19- Corrective Action
- 20- Hierarchy of OSH Controls
- 21- Change Management
- 22- Contractor & Visitor Management
- 23- Outsourcing
- 24- Control of documents & records



**8. Are safe operating procedures or specific safety instructions issued to employees?**

If Yes, please explain how this is done.

Yes,

At time of induction & trainings.

Through signage at work sites.

At time of work permits issuance.

Copies Issued to site in charge in Site Manual

**9. Does the company have any permit to work systems?**



If Yes, provide a copy of a standard incident report form.

Yes, Incident Investigation Report CF/IMS/02

**10. Which company personnel are responsible for investigating incidents?**

Director

Site Supervisor

Safety Inspector in coordination with site supervisor

**11. Do incident reports contain prevention recommendations?**



Yes

**12. Who is responsible for implementing remedial measures recommended?**

Director CONCITY

Site Supervisor

Safety Inspector



**13. Are these procedures to maintaining, inspecting and assessing the hazards of Plant operated/owned by the company?**  
If Yes, provide details

Yes, Hazard /Risk Assessment Procedure.

**14. Are their procedures to storing and handling hazardous substances?**    
If Yes, provide details.

Yes, Hazardous materials management

**15. Are there procedures for assessing and controlling risks associated with manual handling?**    
If Yes, provide details.

Manual handling risk assessment employee checklist  
Procedure for Manual Handling Hazards & Control Measures

**16. Describe how safety and health training is conducted in your company?**  
Permanent employees participate in specialized safety programs.

- Director Masoud Azar completed Safety Training in construction.
- Diploma of building & construction (include modules on OSH Risks, Project risk Management)
- We hire contractor skilled labor having safety trainings
- Ensure safety knowledge and competency at inductions.

**17. Provide a summary or examples of safety and health training courses provided for, or undertaken by employees during the past 12 months.**

Safely work in construction industry  
Diploma in Construction & buildings  
Awareness session on OH&S Management System ISO45001:2018.

**18. Is a record maintained of all training and induction programs undertaken for employees in your company?**

If Yes, provide examples of safety training records.

Yes, training certificates of Masoud Azar, HSE Consultant Naeem, Safety Inspector Hesam Pazoki

**19. Provide details of any company safety induction programs for company employees and or/Sub contractors.**

Yes, Site induction procedure for contractors and employees

**20. Are regular health and safety inspections at work Sites undertaken?**    
If Yes provide details.

Yes, we have hired safety inspector (Hesam Pazoki) to conduct health and safety inspections at work site.

21. Are standard work place inspection checklist used to conduct health and safety inspections?    
If Yes, provide details or examples.

Yes, Refer to CF/IMS/18 Workplace Inspection checklist.

22. Who normally completes workplace safety and health inspections?  
Safety Inspector  
Director Concicy

23. How are workplace safety and health inspection reports dealt with?  
Director Concicy evaluates all inspection checklists and reports & take appropriate actions where required, assign tasks to Safety Officer/Inspector & review and follow up so as to ensure compliance.

24. Is there a procedure by which employees can report hazards at workplaces?    
If Yes, provide details.

Yes, Workplace Hazard Reporting Work Instruction & Form WI/IMS/02.

25. Is there a workplace safety committee?    
If Yes, provide details.

Yes. It comprises of,  
Director CONCITY  
Safety Inspector  
Site Supervisor

26. Are there guidelines on procedures governing the safety committee operation?

Yes, refer to Procedure for Consultation and participation of Workers

27. Are there employee elected health and safety representatives?    
If Yes, provide details.

We are a small company with few staff members, right now Safety professionals/Director of company leads the safety committee.

28. Is there a company safety officer?    
Comments:

Yes (Hesam Pazoki) working as a safety officer with us.

---

### Safety and Health Performance Monitoring

29. Is there a system for recording and analyzing and safety performance statistics?    
If Yes, provide details.

Yes, Refer OSH Performance Measurement CF/IMS/19



**30. Is safety performance on the agenda of management meetings?**    
If Yes, provide details.

Yes, OSH performance review is a key input to Management Review Meetings. All performance measures are evaluated and reviewed in MRM.

**31. Is senior management involved in analysis of safety performance statistics?**

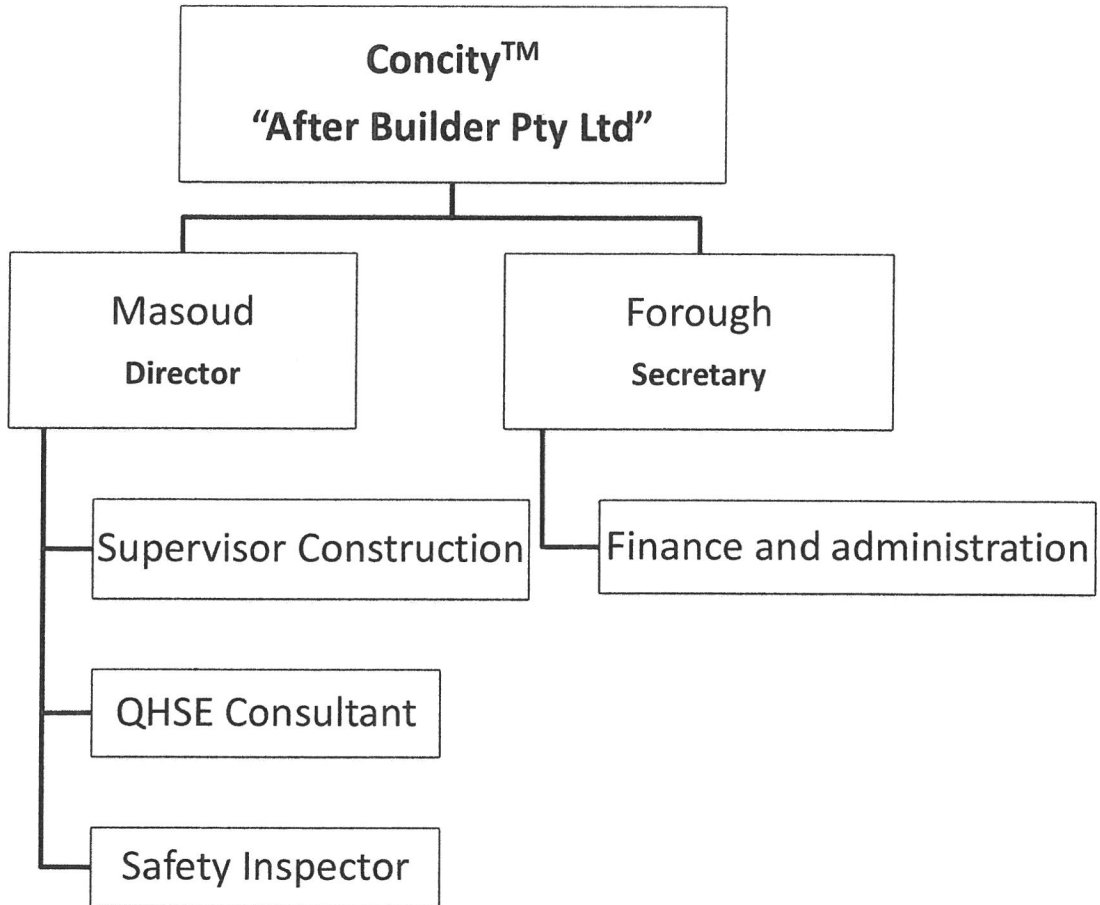
Yes, OSH Performance data is reviewed and analyzed in Management review meetings.

---

**32. Has the company ever been convicted of an occupational health and safety offence?**    
If Yes, provide details.

No.

**ORGANIZATIONAL CHART**




---

**Masoud Azar**

DIRECTOR

After Builder Pty Ltd (CONCITY<sup>TM</sup>)

October, 2020.

	<b>IMS Procedures</b>	Reference: SP/IMS/03 Revision: A Date: September 18 <sup>th</sup> , 2020 Page 1 of 5
<b>Roles, Responsibilities &amp; Authorities</b>		

**1. Purpose:**

To define the roles, responsibilities and authorities of people working at After Builder Pty Ltd so as to ensure that all workers on their work sites comply with HSE requirements & share the responsibility for safety.

**2. Scope:**

Applicable to After Builder Pty Ltd, its top management, employees, contractors, workers, visitors, consultants.

**3. Rights/Authorities:**

Following rights /authorities are given to each individual working at CONCITY in any capacity.

**3.1. Worker Right to Refuse**

All workers have the right to refuse any unsafe work assignments

**3.2. Worker Right to Participate**

All workers have the right to participate in the workplace health and safety activities through the Health and Safety Committee (HSC) or as a worker health and safety representative.

**3.3. Worker Right to Know**


Employees are made fully aware of instructions with respect to the reporting of incidents and unsafe acts and conditions and WHS requirements.

**3.4. Provision of Resources**

Senior management shall make available resources necessary to enable managers, supervisors and employees to perform their assigned HSE responsibilities effectively and efficiently.

**4. Responsibilities:**

Prepared by	Approved by
M.Naeem Anjum QHSE Consultant	Masoud Azar Director Concicy™

	<b>IMS Procedures</b>	Reference: SP/IMS/03 Revision: A Date: September 18 <sup>th</sup> , 2020 Page 2 of 5
<b>Roles, Responsibilities &amp; Authorities</b>		

#### 4.1. DIRECTOR

- Ensure that the HSE Management System is developed, implemented & maintained.
- Health and safety duties imposed by legislation are followed.
- Carry out an annual review of health, safety & environmental performance;
- Responsible and accountable for health and safety performance within the organization;
- Must ensure that adequate resources are available for the health and safety requirements within the organization including the appointment of a senior member of the senior management with specific responsibility for health and safety;
- Appoint one or more competent persons and adequate resources to provide assistance in meeting the organization's health and safety obligations including specialist help where appropriate;
- Approve, introduce and monitor all site health and safety policies, rules and procedures.
- Ensure that all workers are trained to carry out their HSE responsibilities.
- HSE program is communicated to all levels of Management, Supervisors, trade contractors, and workers.
- Authorize the necessary resources for the Company HSE program
- Ensure that regular audits are carried out to check that effective health and safety risk management systems are in place.
- Operation or project site work to be temporarily suspended or shut down where there is the potential to endanger the safety of personnel, or the public outside the boundaries of the Company property or project site perimeter.
- Assumes all the responsibilities of QHSE Consultant in his absence or unavailability and work as an aid to him when needed
- Conduct Incident Investigations & reporting

#### 4.2. QHSE Consultant

- Support development & Implementation CONCITY HSE Management System as per requirement of ISO45001 and ISO14001.
- Ensure corrective action is taken whenever deficiencies are identified.
- Maintain current knowledge of HSE literature, regulations and codes of practice.

<b>Prepared by</b>	<b>Approved by</b>
M.Naeem Anjum QHSE Consultant	Masoud Azar Director Concicy™

	<b>IMS Procedures</b>	Reference: SP/IMS/03 Revision: A Date: September 18 <sup>th</sup> , 2020 Page 3 of 5
<b>Roles, Responsibilities &amp; Authorities</b>		


- Ensure workers are provided with appropriate personal protective equipment's
- Ensure that all members of the HSE Committee who require training receive appropriate training
- Coordinate periodic Management meetings to review HSE practices and incident trends and determine if any corrective action is necessary
- Conduct Management Review
- Conduct Internal audit of HSE management system
- Continually review and update documentation
- Lead as MR for HSE 3<sup>rd</sup> party certifications

#### 4.3. Workers

Every worker must observe company HSE requirements, work safely, and report any existing or potential safety or health hazard to the first available Supervisor or HSE Committee member.

- Take responsibility for their own safety
- Take responsibility for the safety of other workers by working in a manner so as not to injure themselves or other workers
- Comply with all of the Company's HSE program regulations
- Comply with provincial / territorial occupational health and safety regulations
- Follow all safe work procedures and always cooperate with safety personnel
- Follow the Company's General safety rules
- Be aware of potential hazards from adjoining work areas
- Maintain a clean work area
- Use personal protective equipment (PPE), clothing, and devices as required by the Company's HSE manual (such as, but not limited to, eye protection, hearing protection, hard hats, and safety boots, etc.)
- Report unsafe acts and conditions to the Supervisor
- Not arrive at the work site unfit for work due to the use of drugs (prescription or nonprescription) or alcohol or under the influence of any other cause

<b>Prepared by</b>	<b>Approved by</b>
M.Naeem Anjum QHSE Consultant	Masoud Azar Director Concicy™

	<b>IMS Procedures</b>	Reference: SP/IMS/03 Revision: A Date: September 18 <sup>th</sup> , 2020 Page 4 of 5
<b>Roles, Responsibilities &amp; Authorities</b>		

- Not operate machinery or equipment unless trained to do so and authorized to do
- Not remove guards from machinery or equipment except for maintenance when properly trained to do so
- Not engage in horseplay or in similar conduct that endangers others
- Report all work-related injuries to the Supervisor immediately


**Site Safety Coordinator / Safety Officer**

- Implement company HSE policies and procedures.
- Participate in incident investigations when asked to do so by a supervisor
- Inform workers of any potential or actual dangers to their health and safety
- Guide & instruct workers adequately in the use of personal protective equipment's
- Ensure the site safety plan is developed, maintained, and posted on site for review.
- Protect the public from hazards by the proper installation and maintenance of site fencing and hoarding, traffic barriers, and traffic control.
- Make sure that fire safety is maintained during demolition and construction
- Conduct site inspections to identify / correct unsafe work practices and conditions
- Inform Trade Supervisors of safety non-compliance
- Ensure that action is taken to eliminate safety non-compliance as soon as possible
- Post all bulletins, safety posters, emergency plans, rules and regulations, safety inspections, safety meetings, and any other notices relevant to the HSE Program

**Supervisors**

- Lead by example
- Create safety awareness & Instruct workers regarding safety practices
- Make sure the safety instructions given to workers are understood and followed
- Inform workers of any reasonably foreseeable HSE hazards at the work site
- Conduct safety inspections

<b>Prepared by</b>	<b>Approved by</b>
M.Naeem Anjum QHSE Consultant	Masoud Azar Director Concify™


	<b>IMS Procedures</b>	Reference: SP/IMS/03 Revision: A Date: September 18 <sup>th</sup> , 2020 Page 5 of 5
<b>Roles, Responsibilities &amp; Authorities</b>		

- Correct unsafe acts or conditions immediately
- Hold regular safety meetings and document what is discussed and who attended
- Ensure that all work activity is done in accordance with occupational health and safety requirements
- Conduct regular hazard assessments
- Ensure all affected employees have been informed of the contents and sign off in relation to a confirmation of the review of the job hazard assessment and/or Safe Work Procedure.
- Investigate all incidents or “near misses”
- Be familiar with first aid reporting requirements
- Submit the appropriate injury reports to the provincial / territorial authority having jurisdiction within the time frame stipulated in the relevant legislation
- Be familiar with provincial / territorial occupational health and safety regulations

**VISITOR**

- Follow the instructions of the site in charge
- Wear Personal Protective Equipment as required.
- Never walk about a worksite without guide.
- Be mindful of Emergency Response Protocols
- Report any unmitigated hazard or incident

<b>Prepared by</b>	<b>Approved by</b>
M.Naeem Anjum QHSE Consultant	Masoud Azar Director Concify™

	<b>POLICY MANUAL</b>	Reference: WI/IMS/01 Revision: A Date: Sep. 18 <sup>th</sup> , 2020 Page 1 of 2
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## HEALTH, SAFETY & ENVIRONMENT (HSE) POLICY

### Scope of Policy

*This policy applies to After Builder Pty Ltd (CONCITY™) and its employees, contractors, Sub-contractors, third parties and visitors. All premises including offices, construction & working sites, places where any business activity is running.*

### Goal

*We will conduct our construction business with a goal of zero work related injuries and illness of our employees, contractors, sub-contractors, visitors, public and protect our assets and property loss from workplace incidents. And others, with a minimum impact to the environment, while conducting a sustainable business.*


### We are committed to:

- *Develop & Implement HSE Management System as per requirement of ISO 45001:2018, ISO 14001:2015 and applicable regulatory requirements.*
- *Provide necessary resources to ensure achieve HSE goals & objective.*
- *Prevent occupational health & safety related injuries and illness.*
- *Ensure compliance with all applicable legal regulations, laws & HSE standards.*
- *Identify, evaluate, proactively address and reduce/eliminate HSE risk and emerging trends.*
- *Clearly defined roles and responsibilities, training communication systems and participative opportunities to promote effective engagement by employees (contractor where necessary) at each level.*
- *Manage HSE incidents in a manner that protects our employees, environment, reputation, assets, customers and public as well as the image and trademark of After Builder Pty Ltd (CONCITY™).*
- *Conduct our business in a way that protect and preserve the environment and reduce environmental footprints.*
- *Collaborate as appropriate, either internal and external stakeholders through communication and sharing of lessor learned or best practices in order to increase the organization's ability to reduce workplace risk.*

### Health Safety and Environment Policy Statement:

- *CONCITY™ believes that our peoples are our most valuable asset.*



	<b>POLICY MANUAL</b>	Reference: WI/IMS/01 Revision: A Date: October 18 <sup>th</sup> , 2020 Page 2 of 2
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- *To provide safe and healthy work place and sustainable environment is one of our primary responsibilities and is fundamental to our success.*
- *We will serve to improve work place safety and health and environment protection by engaging with our employees and adhere to applicable legal requirements relating to Occupational health, safety and environment.*
- *We will constantly strive to identify and eliminate any hazards or substandard conditions which could cause illness/injury as well as fires, losses, damage or harm to the people, environment, property and assets.*
- *We will continually review & improve HSE System, promote awareness of our people through training and development.*

**Objective of HSE Policy**

- *To protect our employees.*
- *To protect Environment.*
- *To ensure HSE is an integral part of our business.*
- *To protect company from any legal charges.*
- *To protect all other resources and assets.*

*We will review policy annually, in case of any major accidents or any major change in organization.*

*This policy is displayed at our offices & publically available on our website.*

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**Masoud Azar**

DIRECTOR

After Builder Pty Ltd (CONCITY™)

October,2020.



# Incident Investigation Report

<b>Incident No:</b>		<b>Location:</b>		<b>Injured Person Name</b>	
<b>Incident Date Time:</b>				<b>Position</b>	<b>Department:</b>
<b>Brief Details OF Incident: (Diagram, Photo &amp; Witness statement attach)</b>					

### Investigation Team

Investigation Team Member Name	Primary Contact	Investigation Team Leader	Position

### Root Cause Analysis:

<b>Problem Statement</b> <i>(Brief statement what we want to prevent from recurring)</i>	
<b>Five Why Analysis #</b> <i>(Why did that happen, Gather as much as facts and come down to as many as RCAs as possible)</i>	<b>Verification</b> <i>(What evidence support this view)</i>
1) Why did that occur?	
2) Why did that occur? He slipped as he did not have cleats on	
3) Why did that occur?	
4) Why did that occur?	
5) Why did that occur?	

### Root Cause & Sub-Root Causes

RCA1	Lack of or inadequate operational procedures.
RCA2	Lack of skill or knowledge

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RCA3	Inadequate communication of expectations regarding procedures or acceptable practices.
RCA4	Inadequate tools or equipment (available, operable & safely maintained; proper task and work place design).
RCA5	Doing the job according to procedures or acceptable practices takes more time/effort.
RCA6	Short-cutting standards or acceptable practices is positively reinforced or tolerated.
RCA7	In past did not follow procedures or acceptable practices and no incident occurred (injury, product quality incident, equipment damage, regulatory assessment or production delay).
RCA8	External factors beyond organizational controls

**Solution(s): How to Prevent from Recurring:**

No.	RCA #	Person Responsible	Solution(s)	Due Date	Completion Date	Supervisor V&V Date

**Preventive Recommendations:**

- Always follow HSE procedures
- Do not compromise on safety
- Do not try to over smart (work without or improper tools)
- Always obtain work permit before start of work
- Do not work without PPE's
- Always report incidents immediately
- Implement corrective actions
- Participate in HSE trainings

Signature of HSE Inspector:

CC to:

Director:

Secretary:

Finance Manager:

## WORKPLACE HAZARD REPORTING BY EMPLOYEES

**Procedure:**

- Employees are encouraged to report any hazard at workplace immediately to relevant supervisor. Do not need to wait for an inspection team to come by.
- The immediate hazard reporting process allows employees to report hazardous conditions or practices as they notice them. This procedure allows for prompt reporting and subsequent corrective action without waiting for the next round of regular inspections.
- Hazards can be reported verbally or by filling a simple form. The following form is used for formal reporting.

Hazard Report Form	
Name of Employee:	Date:
Location:	
Equipment:	
Description of the hazard:	
Suggested corrective action:	
Signature:	
Supervisor's remarks:	
Corrective action taken:	
Signature of Supervisor:	Date:



## Occupational Safety and Health Performance Measurements

Year: 2020  
 Site: ABC

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 Issue Date: 18th Sep 2020  
 Approved By: DIRECTOR CONCITY

Month	# of Employees Count	Employee Count	Contractor and 3rd Party Count	Fatality Counts		Total Fatalities Count	Total Fatalities Goal	Fatalities Description (types & causes)	Lost Time Incident (LTI) Count	Lost Time Incident (LTI) Goal	Injury Description (types & causes)	# of Lost Days Count	# of Medical Treatment Cases Count	LTI Opportunity Cost \$US	LTI Total Cost Amount \$US	LTI Total Cost Goal \$US	OSH Comments
				Total Fatalities Count	Total Fatalities Goal												
January	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
February	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
March	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
April	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
May	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
June	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
July	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
August	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
September	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
October	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
November	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
December	0	0	0	0	0	0	0	-	0	0	-	0	0	0	0	0	
<b>Total</b>	0	0	0	0	0	0	0	-	0	0	-	0	0	\$0.00	\$0.00	\$0.00	\$0.00

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		Exhaust ventilation	Spill controls available?	Ventilation available and maintained?
<b>Procedures</b>				
11	Title	Questions		
12	Risk Assessments	Records available?		
13	Work Permits	Records available?		
14	PPE	Identified & available for all work task?		
15	Contractors	Procedure to evaluate competency & manage available ?		
16	Safety Signage	Safety Signs available? (PPE, Fire Safety, Work at Height, Hazardous Materials etc.)		
<b>Peoples</b>				
17	Health Surveillance	Medical fitness as required by law?		
18	Trainings	Induction trainings?		
19		Available to issue permits to work?		
20	Authorized Persons	Supervise Confined space entry?		
21		Supervise hazardous machinery and materials?		
22	Violence	Policies and controls available?		

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Inspection Conducted By:	Reviewed & Approved by:



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Issue Date: Sep. 18 <sup>th</sup> 2020	Page 1 of 2
Issuer: QHSE	
Approved By: Director CONCIITY	

### Workplace Inspection Checklist

Sr.No.	Premises	Inspection Items/Activity	Question	Yes/No
1	Work at Height	Ladders & Step ladders	Are right for the job?	
			Levelled base?	
			At correct angle?	
			Are secured at top & bottom?	
			Are ladders in good condition?	
			Are regularly maintained & inspected?	
			Are suitable for the job?	
			Are properly erected?	
			Are suitable for the job?	
			Operators are properly trained?	
2	Access	Use of mobile elevating platforms	Are regularly inspected and maintained?	
			Are adequate for people, machinery and work in progress?	
			Unobstructed?	
			Properly marked?	
			Work site are tidy, clean and well organized?	
			Even and in good condition?	
			Non slippery?	
			Too hot/cold?	
			Ventilation available?	
			Lighting sufficient to do work?	
3	Working Environment	Access Ways	Housekeeping	
			Flooring	
			Comfort / Health	

Inspection Conducted By:

Reviewed & Approved by:

		Noise	Noise areas are designated?	
		Toilets/washing	Do sufficient toilets/washing facilities available?	
			Hand washing facilities available?	
			Adequate changing facilities available?	
4	Workers welfare	First Aid	First aid facility available?	
			Trained first aider available?	
			Leads are in good condition?	
			No open & loose joints?	
			Trained electrician available?	
5	Services	Electrical Equipment		
		Water	Drinking Water available?	
			In Place, filled and correct type?	
		Fire Extinguishers	Available?	
			Available & working?	
		Instruction		
		Alarms		
6	Fire Safety	Fire Exits	Unobstructed, easily opened & marked?	
			Examined and maintained?	
			Trained operator?	
7	Work Equipment's	Lifting Equipment's	Inspection schedules available?	
		Vibrations	From hand held machinery or vehicles?	
		Manual	Moving excessive weights?	
			Fork lifts properly maintained?	
		Mechanical	Drivers are trained?	
			Routes identified & followed?	
9	Vehicles	Onsite	Speed limits defined and displayed?	
			Drivers are authorized?	
			Safe storage available?	
			MSDS available?	
10	Hazardous materials	Chemicals	Issued to authorized?	

Inspection Conducted By:

Reviewed & Approved by: