

2018

M. A. RARINCA FIXING PROJECT PLANNING

Directory of documentation.

This document will contain all the necessary project paperwork and documentation. Health & Safety, Quality control and Project planning.



CONTENTS

1. Company Details.

1.1 Company Name:

M. A. Rarinca Fixing Ltd

1.2 Company Address:

**30 Lincoln Road
London
E7 8QW**

1.3 Contact numbers:

02085 521395

07841 633776

antoniorarinca@gmail.com

contact@mararincafixing-ltd.co.uk

1.4 Company registration: 6710937

1.5 Unique Tax Reference: 23655 00870

1.6 VAT registration: 94875546

1.7 Director:

Antonio Rarinca

Company Services.

M.A.Rarinca Fixing are Installers of Specialist Glazing and Cladding Systems. We welcome the opportunity to undertake your Glazing and Cladding Projects, whether these are New Build Projects or Refurbishment Projects.

We have a dedicated team of trained Installers with access to a wider labour pool, available to suit your project specific requirements. We specialise in the installation of:

- Point Fixed Glazing and Structural Glass Systems
- Framed Glazing and Curtain Wall Systems
- Cladding, roofing and Rain Screen Systems
- Terracotta Cladding Systems
- Stone Cladding System
- GRC Cladding System
- Steel and Glass Balustrades and Landings
- Architectural Steelwork
- Windows and Doors
- Vents, Louvres and Brise Soliel
- Repair and Maintenance of Glazed and Clad Structures

All of our Installers are certificated with the relevant CSCS or CPCS Cards for their trade. We have Glaziers & Cladding Installers trained with IPAF and PASMA Certificates and we have available Slinger / Signaller - Banks men

Client: Castle more

Main Contractor: Balfour Beatty.

Framed Glazing for the Atrium
Roof of the ND3 Temple Quay
Project, Bristol.

Glazing System: Anodised
Aluminium Framed Glazing,
supplied by Omnitec Inc.
Canada.

Glass: Double Glazed Units.
supplied by Eckelt Glas.
Austria.



Main Contractor: Balfour Beatty

Client: BAA

Project: T5 Heathrow

Glazing System: Bespoke glazed floors and bomb blast specified balustrade and associated stainless steel support framework and hand & kick railing.



Main Contractor: Morgan Ashford

Athos Business Centre

Rain Screen System: Trespa Panel façade forming an external

Rain Screen fixed on Sika Adhesive Railing System



Main Contractor: Yorkon Construction

Client: Local Authority

Glazing System: Schuco

Cladding: Terracotta Cladding System combined with Omega Aluminium Cladding to the Façade of Acomb High School



Main Contractor: Yorkon Construction

Client: Local Authority

Glazing System: Schuco

Framed Glazing System to the Façade of Acomb High School combined with Omega Aluminium Cladding and Cedar Timber Cladding



Project: UCH2 Hastings

Client: Brighton University

Main Contractor: Mc Laren Construction

Length of Contract: 8 Months

System used: GRC Cladding

Supplier of system: GRC UK

Description of work: the installation of a glass reinforced concrete columns and cill façade



Project: Chelmsel High Street Shopping Centre

Client: Chelmsford Council

Main Contractor: Hutton Construction

Length of Contract: 7 weeks

System used: SBK Terracotta System

Supplier of system: Select Facades



Project: Sainsbury Super Store Carlisle

Client: Sainsbury's

Main Contractor: ISG

Length of Contract: 8 weeks

System used: NBK terracotta system



Project: Brewery Square-Dorchester

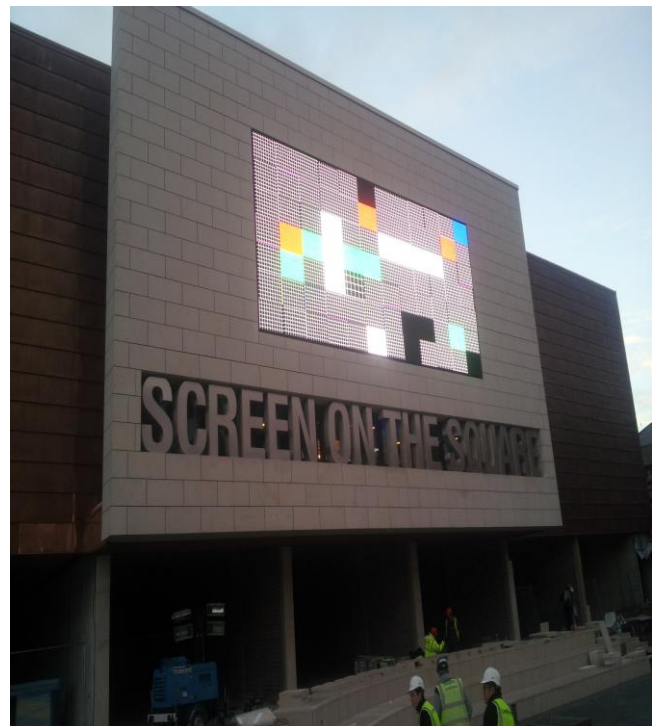
Client: Dorchester Council

Main Contractor: Leadbitter

Length of Contract: 6 months

System used: DFS 06, Velux windows, Bespoke Balustrade

Supplier of system: Tiles Internationals



Project: University of Glamorgan

Client: University of Glamorgan

Main Contractor: John Weaver

Length of Contract: 10 weeks

System used: Kawneer and DFS06





Project: Paddington Station

Client: Crossrail

Main Contractor: Carillion

Length of Contract: 1 Year

System used: Raico Steel Curtain Wall, DFS 01 and 07 Granite Cladding and Aluminium cladding

Supplier of system: Mero-Schmidlin UK



Project: 450 South Oak Way-Green Park

Client: Oxford Property Development

Main Contractor: ISG

Length of Contract: 1 Year

System used: Schuco FW60 C/W Facade, Raico C/W Main Entrance, Glass Revolving Doors



Project: Thorndown School

Client: St. Yves, Cambridge Local Authorities

Main Contractor: Kier

Length of Contract: 7 months

System used :SFS Heavy Duty steel structure, BrickSlips Cladding, Trespa Cladding

Supplier of system: A20 Group



Project: N-E Block, Goodmans Field, Algate

Client: Berkeley Homes

Main Contractor: Berkeley Construction

Length of Contract: 1 Year and 6 Months

System used: UCC 65 Unitised C/W elements, Schuco FW50 Stick System, Alucobond Rain Screen Facade, Windows and Doors, Glass Balustrades and Steel Balconies

Supplier of system: Feldhaus Fenster + Fassaden

We are able to repair or replace Glazing and Cladding components to your Current Building.
Whether these are part of the Facade / Entrance or the Atrium Roof.

Industry References are available upon request.



CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 as amended (the Regulations), one or more copies of this certificate must be displayed or made available to inspect in each place of business at which the policyholder employs persons covered by the policy)

Policy Number: 3907814

Employers Reference Number: 470 / WA31722

1. NAME OF POLICYHOLDER : MA Rarinca Fixing Limited

2. DATE OF COMMENCEMENT OF INSURANCE POLICY : 19 November 2017

3. DATE OF EXPIRY OF INSURANCE POLICY : 18 November 2018
(both dates inclusive)

We hereby certify that subject to paragraph 2: -

1. The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies (b); and
2. (a) the minimum amount of cover provided by this policy is no less than £5,000,000(c)
or
(b) deleted in accordance with note (c) below.

Signed on behalf of those Underwriters subscribing to the above policy (Authorized Insurers)



Notes:

- a) Where the employer is a company to which regulation 3 (2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- b) Specify applicable law as provided for in regulation 4 (6) of the Regulations
- c) See regulation 3(l) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

ArgoGlobal SE
Caledonia Tower, No. 1
Qui-si-sana Seafront
Sliema SLM3114 / Malta

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www.argoglobalse.com

ArgoGlobal SE is authorised by the Malta
Financial Services Authority to carry on
General Insurance Business under the
Insurance Business Act, 1998; Reg.-N.:SE2

Excess Liabilities



Schedule

Policy Number:	DOA/EXOL/SS3919396
Contract Number:	B0334SC3342016372

Insured:	M A Rarinca Fixings Limited	Address:	30 Lincoln Road
Insured's Business:	Glazing and cladding contractor		London E7 8QW

Policy Details:			
Period of Insurance:	18 November 2017	To	17 November 2018
	Both dates Inclusive local standard time at the Insured's address stated above This policy will not automatically renew: notice is hereby given that cover will terminate and not be renewed at the expiry date unless a new agreement is reached between the Insurer and the Insured .		
Public Liability			
Limit of Liability:	£5,000,000		each and every Insured Event or series of Insured Events arising from an originating cause in the Period of Insurance .
Underlying Limit of Liability:	£5,000,000		each and every Insured Event or series of Insured Events arising from an originating cause in the Period of Insurance .
Product Liability			
Limit of Liability:	Not Insured		each and every Insured Event or series of Insured Events arising from an originating cause in the Period of Insurance .
Underlying Limit of Liability:	Not Insured		each and every Insured Event or series of Insured Events arising from an originating cause in the Period of Insurance .
Employers' Liability			
Limit of Liability:	Not Applicable		each and every Insured Event inclusive of defence costs and claimant's costs and other expenses.
Underlying Limit of Liability:	Not Applicable		each and every Insured Event inclusive of defence costs and claimant's costs and other expenses / defence costs and claimant's costs and other expenses in addition.
Underlying Insurance			
Public Liability:	Underlying Insurer(s):	Argo Global	
	Policy Number(s):	TBC	
Products Liability:	Underlying Insurer(s):	Argo Global	
	Policy Number(s):	TBC	
Employers' Liability:	Underlying Insurer(s):		
	Policy Number(s):		

Excess Liabilities



Premium:	£4,500.00
Insurance Premium Tax:	£540.00
Administration fee:	£10.00
Total Payable at Inception:	£5,050.00

Signed on behalf of Insurers:

A handwritten signature in black ink, appearing to be 'J. J.', is written over a light grey rectangular background.

This policy is underwritten by DOA Underwriting Ltd acting as agent on behalf of Catlin Insurance Company (UK) Ltd. DOA Underwriting Ltd is Authorised and Regulated by the Financial Conduct Authority, 404521. Registered in England and Wales at 1st Floor, Robinson House, Haslers Lane, Great Dunmow, Essex, CM6 1XS. All enquiries (other than claims) to this address. DOA Underwriting Ltd receives a profit commission from Catlin Insurance Company (UK) Ltd, details of which shall be provided to the Client upon request.

POLICY SCHEDULE

Policy Number	3907814
ERN	470 / WA31722

INSURED	
Insured	MA Rarinca Fixing Limited
Business Description	Installers of Specialist Glazing and Cladding systems - Point Fixed Glazing and Structural Glass Systems Framed Glazing and Curtain Wall Systems Cladding, roofing and Rain Screen Systems Terracotta Cladding Systems Steel and Glass Balustrades and Landings Architectural Steelwork Windows and Doors Vents, Louvre's and Brise Soleil Repair and Maintenance of Glazed and Clad Structures
Correspondence Address	30 Lincoln Road London E7 8QW
Risk Address	30 Lincoln Road London E7 8QW

IMPORTANT INFORMATION	
Reason For Issue	First Premium
Date of Issue	20 November 2017
Effective Date	19 November 2017
Expiry Date	18 November 2018
Net Premium	£38,111.61
IPT (Insurance PremiumTax)	£4,573.39
Eastman Fee	£2,265.00
Amount Payable	£44,950.00

AGENT	Insurelink (East Anglia) Limited
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the premium relating to the Liability element of this risk is minimum and deposit

BUILDINGS

DESCRIPTION	SUM INSURED
Buildings	£0
Tenants Improvements	£0
Accidental Damage	Not Insured
Day one Basis (non adjustable)	0%

GLASS

DESCRIPTION	SUM INSURED
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COMPANY TRAINING MATRIX

NAME	Position	NVQ	IPAF	PASMA	FIRST AID	SMSTS/SSSTS	CPCS
Marius Antonio Rarinca	Operational Manager	LEVEL 5	✓		✓	✓	
Costel Zgabeiu	Site manager	LEVEL 6	✓	✓		✓	
Andrei Alexandru	Project manager	LEVEL 6	✓		✓	✓	✓
Bogdan Branescu	Project manager	LEVEL 6	✓		✓	✓	✓
Corneliu Totolici	Project Manager	LEVEL 6	✓		✓	✓	
Catalin Baston	Project manager	LEVEL 6	✓			✓	
Bogdan Gheorghe	Site Manager	LEVEL 3	✓		✓	✓	
Marian Radulescu	Project Manager	LEVEL 6	✓			✓	✓
Alexander Semeniuk	Site manager	LEVEL 3	✓	✓	✓	✓	
Irinel Budan	Site Manager	LEVEL 3	✓		✓	✓	
Florin Nicolae	Site manager	LEVEL 3	✓			✓	✓
Alexandru Constantinescu	Appointed person	LEVEL 5	✓				✓
Ionut Toma	Lifting Supervisor	LEVEL 3	✓	✓			✓
Catalin Popescu	Fork Lift Driver	LEVEL 2	✓				✓
Gheorghe Pascaru	Senior Installer	LEVEL 2	✓				
Ovidiu Maftai	Senior Installer	LEVEL 2	✓			✓	
Aurel Vacaru	Lifting Supervisor	LEVEL 3	✓		✓		✓
Adrian Suditu	Senior Installer	LEVEL 2	✓	✓	✓		
Iulian Nanu	Senior Installer	LEVEL 3	✓				
Adrian Ladaru	Senior Installer	LEVEL 3	✓	✓			✓
Bogdan Barbu	Senior installer	LEVEL 3	✓			✓	
Alex Badea	Senior Installer	LEVEL 2	✓				
Dragos Badea	Site Supervisor	LEVEL 3	✓		✓		✓
Ionut Alfloarei	Installer	LEVEL 2	✓	✓	✓		✓
Adrian Suditu		LEVEL 2	✓		✓		

COMPANY PROJECT STATEMENT

This Activity Plan is the foundation upon which the health and safety management structure is based. The plan contains, in general terms, the approach that will be adopted by management at all levels. The plan outlines the responsibilities of personnel, both to the project and environmental issues by following all statutory provisions and local codes of practice.

Procedures will be in place to identify principal health and safety hazards likely to be encountered during the construction work and where appropriate measures to be taken against hazards noted. Risk assessments will be prepared by management under the Management of Health and Safety at Work Regulations 1999.

It is management's intention that the work will be carried out on the project in accordance with the framework of, but not limited to:

- HS (G) 65 - Successful Health and Safety Management.
- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations
- Construction (Design and Management) Regulations
- The Provision and Use of Work Equipment Regulations
- The Lifting Operations and Lifting Equipment Regulations
- Control of Noise at Work Regulations
- Working at Height Regulations
- Control of Vibration at Work Regulations
- Control of Substances Hazardous to Health (Amendment) Regulations 2005
- Reporting of Injuries Diseases & Dangerous Occurrences Regulations 1995
- Workplace (Health, Safety & Welfare) Regulations
- Personal Protective Equipment Regulations
- Electricity at Work Regulations

All the above as amended

Management will have the responsibility for implementing the plan throughout the duration of the project and will ensure that health and safety considerations are always given priority in planning and day to day supervision of the work.

Management will ensure that all employees are made aware of their responsibilities for health and safety and are given sufficient information, training, instruction and supervision to enable them to carry out their duties.

MAR will co-operate with the Principal Contractor during the execution of the project and comply with the rules outlined within the Construction Phase Health and Safety Plan.

MAR has appointed Hurst Setter and Associates as their external H&S Consultants, who will visit the site; when instructed, to inspect the work in progress and report the findings to the Managing Director.

It is the intention of MAR; that its work will be carried out in accordance with relevant statutory provisions and all reasonably practicable measures taken to avoid risk to its employees or others who may be affected.

Management and Supervisory staff has the responsibility for implementing this Policy throughout the Company and must ensure that health and safety considerations are of paramount importance in planning and day to day supervision of work.

MAR will ensure that all employees are made aware of their responsibilities for health and safety and that they are given sufficient information, training, instruction and supervision to enable them to carry out their duties effectively and safely.

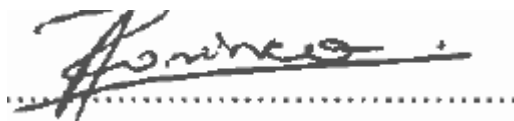
All employees and Contractors are expected to co-operate with the Company in carrying out this Policy and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others.

The Board of Directors has appointed the Managing Director as having particular responsibility for Health, Safety and Welfare for EUK. Reference should be made to him in the event of difficulty arising in the implementation of this Policy.

The operation of this Policy will be monitored by the management and staff of the Company. To assist them in this respect, the Company has appointed Hurst Setter and Associates to visit sites and workplaces (When requested) and to give advice on matters relating to health and safety.

The written statement of organisation and arrangements for implementing the Policy will be available through the management structure and at each location for reference by any employee as required.

Signed: Original signed by M. A. Rarinca

A handwritten signature in black ink, appearing to read 'M. A. Rarinca', is written over a horizontal dotted line.

Position: Company Director

Dated: Feb 2018

**COMPANY
STATEMENT OF
GENERAL POLICY
FOR HEALTH, SAFETY
AND WELFARE FOR
SITE BASED
ACTIVITIES**

RESPONSIBILITIES

Project Manager

- Ensure that the Construction Phase Plan for the project has been reviewed and that it takes into consideration all aspects of health and safety.
- Ensure that all contractors on the project are competent to undertake the work required.
- Ensure that Contractors Risk Assessments and Method Statements are obtained and approved before work commences on site.
- Provide the Principal Contractor with all necessary documentation for the project.
- Ensure that the Company co-operates with the Principal Contractor and the requirements outlined within the Plan.
- Monitor health and safety performance on site through routine site inspections of both the practical work and supervisory control.
- Follow the duties outlined within the MAR. Health and Safety Policy document.

MAR Site Manager

- Ensure that adequate arrangements are available on site and are as stated within this Management Health and Safety Plan.
- Ensure that all the required documentation is available for inspection by the Principal Contractor and Safety Advisor, and is kept up to date.
- Ensure that all activities carried out on site are following statutory requirements and the procedures stated within the Safety Method Statement.
- Liaise with the Principal Contractor and ensure that the requirements outlined within the Health and Safety Plan are followed by all staff and contractors.
- Ensure that Company procedures regarding accidents, incidents on site are followed.
- Follow the duties outlined within the MAR. Health and Safety Policy document.

Contractors

- Identify the hazards of the work and produce Risk Assessments stating how they are to be controlled.
- Produce a formal Safety Method Statement for the high risk activities.
- Comply with the site rules outlined within the Health and Safety Plan.
- Follow the directions of the MAR. Site supervisor and the Principal Contractor.
- Follow the rules as stated within the document.
- Follow the duties outlined within the MAR. Health and Safety Policy document.

General Duties of Everyone

The Health and Safety at Work Act 1974, requires all employees and self-employed persons to take reasonable care of themselves and others who may be affected by their acts or omissions, and to co-operate with their employer and the principal contractor by observing their company's procedures and the site rules and so enabling the various companies to comply with their statutory duties. In particular, employees can assist by:

- Using the appropriate protective equipment (i.e.; safety helmets, eye protection, hearing protection, safety footwear etc)
- Keeping personal tools and equipment in good condition.
- Reporting all defects in plant, equipment, and any unsafe acts to their Site Manager.
- Not operating any plant or carrying out any task for which the employee has not been trained and is not familiar with.
- Follow the site rules and any relevant method statements.
- If an employee has any doubt about the health and safety aspects of the task being undertaken, he should inform his immediate supervisor or the Site Manager.

CHANCES MUST NOT BE TAKEN.

**RESPONSIBILITIES
CONTINUED**

QUALITY POLICY STATEMENT

M. A. Rarinca fixing is a company that facilitates the installation of quality steel, glass and cladding products and provides a high level of service as it coordinates contracted works in a supervisory capacity.

The main thrust of MAR's policy is to consistently anticipate and achieve client's needs and expectations, offering them innovative and effective technical solutions, realising these within an agreed budget and delivery time frame. This is how we are known by our clients, whose repeat business is a cornerstone of MAR's success.

The management team's mission is to implement our client focused quality system and ensure the commitment of all employees who are involved in completion of the company's works. They do this by ascertaining that the correct levels of knowledge and skills are provided to enable the provision of a quality service.

In addition to the aims stated above, MAR will also pursue the following objectives in order to comply with their documented Quality Management System:

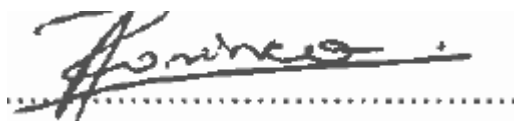
- Comply with the legislative requirements
- Ensure that we remain dynamic in our drive for continuous improvement.
- Understand the high expectations set by our organisation and its clients
- Ensure we deliver on time and within budget.

We will encourage our suppliers and contractors to work in line with, or produce their own Quality processes to reflect the high standards set by M. A. Rarinca fixing.

The company Quality Manual, policy and all documentation referred to here has been prepared with the authority of the Company Director who is committed to the policies, operation and maintenance of the Quality System.

Andrei Alexandru has been appointed as management representative, to ensure that our quality system is well understood, implemented and where appropriate improved within our organisation.

Original signed by M. A. Rarinca



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