



## **Message from the Managing Director**

EMCO W.L.L is an Electrical-Mechanical service contractor established as a Bahraini Limited Liability company and has successfully secured a position as an all around Electrical-Mechanical Service Contractor aiming at the Gulf Market with Bahrain as a prime target, in the field of Electrical, Electronic, Refrigeration, Air Conditioning, Plumbing, Drainage, Fire Fighting and Maintenance works.

Today's interests extend into the fields of Contracting, Trading and the supply of the most comprehensive range of product and quality service in engineering, procurement, erection, commissioning of projects as well as the direct supply of qualified staff and equipment.

EMCO is renowned for its ability to deliver a variety of challenging projects, often of great complexity, on time, within budget and with the strictest possible attention to quality, in terms of materials construction and engineering techniques.

We are dedicated to providing our clients with the most professional and reliable services available. We direct our resources towards achieving our Client's project goals and operational objectives.

A commitment to quality and service has provided the backbone to Emco's success and together with well designed and competitively priced products, this formula will continue to meet your approval.

Our basic philosophy is quite simple: to perform with the integrity and talent that will keep our clients coming back to challenge us again and again.

**Kyriacos Yiacoumi**

*Managing Director*

## **Professional Services and Products**

### **Engineering and Construction**

EMCO unifies the broad expertise and experience needed to build world-class Electrical-Mechanical facilities incorporating the latest technology and equipment. We provide each client and project the perspective of the full life cycle from initial construction, to operation and maintenance and refurbishment. We follow a disciplined approach in considering the most cost-effective quality solution to any project or development. Today, the whole EMCO operation, from the effectiveness of its procurement department through to the efficient maintenance ensure the most efficient co-ordination, planning scheduling, cost control, procurement, material control and quality control that is possible to achieve.

### **Operations and Maintenance**

EMCO functions as a critical link to its successful operation by providing the support that inspects, installs and tests the systems; trains your operators and writes your manuals; and provides the maintenance service that keeps the systems running. We ensure that spare parts are available and delivered on time. We maximize the system's useful life by defining long-term quality programs.

### **Single Point Project Management**

EMCO takes our responsibility to our clients seriously; we are accountable to them throughout every step of project performance. EMCO capitalized on a wealth of its own internal resources by consolidating all Electrical and Mechanical services into a single functional organization, creating one of the most diverse service contractors in Bahrain. Each area is managed by technical staff organized to meet the demands of its industry, and each team draws, on the resources of the entire organization in responding to client needs.

### **Contractual Approach**

Our business and contractual approaches are designed to meet the diverse needs of Clients, programs and projects. In whatever form best suits the Client's operations, whether the need is a lump sum, turnkey grass-roots facility, a long-term arrangement for engineering operations services, or a partnering relationship in which our personnel operate as an extension of the Client's organization - EMCO brings competitively priced quality of service to every opportunity.

## Procurement and Planning Progress Control

Due to the large diversity of works that EMCO has undertaken, we have attained successful procurement methods.

It is appreciated that on projects of an Electrical Mechanical nature undertaken in Bahrain, large majority of the materials are required to be procured from overseas sources. Since we have undertaken many such projects, our experience in successfully procuring materials from overseas sources is proven and well established. The purchase of materials from local sources is, limited. However, the importance of monitoring and chasing delivery of materials supplied is recognized, and frequent direct contact and visits are made in order to ensure conformity with the order requirements and timely delivery.

EMCO recognizes the importance and necessity of sound project planning and progress control to ensure that projects are completed within the time frame required by the Client and in the most efficient manner.

The integration of engineering and procurement activities with installation programs carried out under the overall guidance of the Project Manager and the constant reference to a master program of the works.

A Master Program is produced at the commencement of a project so that the critical on site dates for various activities are identified. This Master Program incorporates engineering, procurement and installation activities, which are all inter-related as appropriate and ultimately related to the Contract Milestone Dates. When this Master Program, as well as any sub-programs required, has been established, all parties involved in the engineering procurement and construction of the installation have a full picture of the respective results that they are to achieve, and on what dates.

During this planning process critical activities can be identified and are subsequently closely monitored against the programs to ensure that milestones are met and no delays occur.

The actual progress of activities is measured against the schedule by means of regular progress reports. The frequency and form of these progress reports are determined by the nature of the activity and its critical relationship to the overall project scheduling requirements.

Reports and plans may be produced daily, weekly, fortnight or monthly or combination of these depending on the nature and time period of the activity and its integration requirements.

## **Engineering and Draughting**

Emco in-house engineering/design section falls under the responsibility of our Managing Director, who is a Chartered Engineer by profession, and utilizes the services of our qualified engineers of the appropriate disciplines. This engineering section works in closed liaison with the specific Project Manager and where applicable, the other designated project engineering staff. The designs are prepared in detail to suit the programming and procurement requirements of the project, and are checked both during development and on completion under auspices of another qualified engineer of the appropriate discipline.

In conclusion, we consider that with the engineering facilities available to us, we would be in a position to be able to meet any and all of the engineering obligations placed on us under the requirements of any Contract with our field of operation.

EMCO maintains an independent draughting office for servicing the draughting requirements of all projects. Depending on the size of the particular project, we also employ additional draughtsmen who are site based and are utilized solely for the requirements of an individual project.

The company has available, in-house, both fully equipped manual draughting facilities and fully equipped CAD facilities, with the requisite draughtsmen to further enhance the Company's capabilities in this regard.

## **Quality Assurance and Quality Control**

EMCO has been operating a Quality Control program to suit the types of projects that we have been executing in Bahrain to date. General synopsis of the overall Quality Program follows:

### **Design Works**

Engineering/Design works are executed by suitably qualified Engineers, with due reference to the requirements of the specification and design requirements issued by the Client. The Engineering/Design works are then passed to the QA/QC section for detailed checking to ensure conformity with the specification and incorporated into the Contract. Designs are not "Issued for Construction" until the necessary approvals have been obtained from both the Client and the QA/QC section as required.

### **Procurement of Materials**

QA/QC section is fully involved in the approvals and acceptance process of material procurement. Before any orders are placed a series of checks are carried out and documented to ensure that the proposed materials meet the requirements of the contract. These include conformity to specification, availability of technical data, source, warranties, spare parts, delivery time etc. Summary tables evaluating all supplier bids are reviewed and recommended by the Project Manager/Engineer and final approval is obtained in liaison with the QA/QC section.

Upon delivery of materials, a series of inspections and tests are carried out by the QA/QC section prior to acceptance of the materials. These include visual examinations, mechanical testing, receipt of documentation, nameplates etc., all of which are fully documented.

### **Construction Activities**

EMCO has developed a number of procedures for the various activities within our field of activities. These detail the general methodology and processes that must be followed when installing and testing particular installations. Similar procedures and check list have been established for the inspection and testing of installations on an activity basis, and the QA/QC personnel are responsible for ensuring that such checks and tests are carried out and documented as the work proceeds. Should any installation be found to be 'non-conforming' then the Project Engineer submits non-conforming reports to the Contract Manager for action and correction. At all stages of the Construction process, inspection and tests, where appropriate, are carried out by QA/QC Section and work stages can only be progressed as and when the relevant approvals to proceed are granted.

## **Safety and the Working Environment**

The Management of the Company recognizes the needs and accepts responsibility for providing a safe and healthy workplace and working environment for all employees and will provide the resources to fulfil this commitment.

The primary responsibility for ensuring safe and healthy working conditions lies with Managers and Engineers, and hence the company will provide competent technical advice on safety and health matters as necessary to assist these staff in satisfying this obligation.

It is recognized that no safety policy can hope to succeed without the active and willing involvement of the employees themselves. The company therefore undertakes to provide sufficient and suitable training to enable both the company and its employees to satisfy the responsibilities placed on them with respect to safety and health.

It is the intention of the company that in the achieving of this policy, the company will ensure that the employees enjoy safe and healthy working conditions and practices which they will be encouraged to extend to their home life and off-job activities.

## **Legal Status and Related Documents**

**Kyriacos Yiacoumi**  
*Managing Director*

**Sofyan Almoayed**  
*Chairman*

EMCO W.L.L (Electrical-Mechanical Company)  
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Kingdom of Bahrain

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EMCO W.L.L is a Private Limited Company  
The Founding Capital is B.D. 100,000/-  
The Commercial Registration Number is 30840

### **Commercial Registration as follows:**

Electrical-Mechanical Contracting and Trading License in Bahrain

Registration from Chamber of Commerce and Industry of Bahrain

Grade 'A' Unrestricted Licensed Electrical and Mechanical Contractors

### **Associate Company:**

EMCO (Overseas) Ltd.

### **Auditors:**

Jawad Habib and CO. a member firm of (BDO International)  
P.O. Box 787, Manama, Bahrain

### **Bankers:**

HSBC Bank  
P.O. Box 57, Manama, Bahrain

Bank of Bahrain and Kuwait B.S.C  
P.O. Box 597, Manama, Bahrain

Arab Bank plc  
P.O. Box 395, Manama, Bahrain