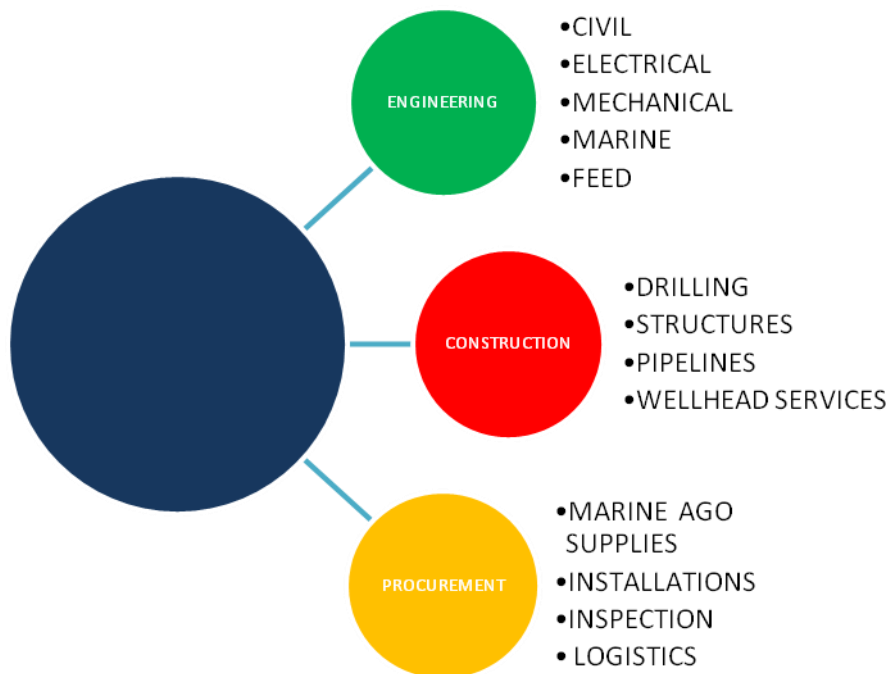




# PROFILE





## OVERVIEW



Welcome to TOPDEL Engineering Limited, TOPDEL Engineering Limited is a wholly owned Nigerian Engineering service company incorporated in Nigeria to offer engineering and specialist services to companies of the Nigeria economy. It was established as a one stop engineering service firm to meet the business goal of our clients. Throughout our short period of operations, we have proven this fact by the quality of projects executed so far.

We are simply into Engineering, designs & fabrication, construction & consulting services. Our employees work in a future oriented and quality conscious way to ensure effective and efficient service delivery in all parts of the country. Our services are tailored to the needs of our clients. We do this by proffering innovative/original solutions and deploy best in standard equipments/employs the services of highly experienced professionals to execute projects. We conduct our operations with reliance on the latest technology. Safety in all areas of our operations is critical and therefore ensures that necessary precautions and training are offered to everyone in our employment.

TOPDEL Engineering Limited believes in the viability and sustenance of projects and guarantees this by laying a solid foundation at the onset, starting with project identification, screening through feasibility studies and engineering design to project commissioning, conduct post project execution evaluation, maintenance and audit services. We have established close working relationship with architectural,



surveying and other engineering firms, whose services are often elicited and complimented with in-house skills, thereby, making available to the client the broadest range of expertise. Our rich database on project executed in-house and projects executed by our Technical partners serves as invaluable reference materials for new project design and execution. This is of course supported by technology for feasibility analysis and reporting, computer aided design (CAD), software in the areas of engineering, architecture and project management all of which ensure that most assignments are concluded in record time and to approved standards. The company believes that the proper monitoring and control of project is just as important as well as formulating and designing projects.

The primary drivers of our business are cost consideration coupled with deep concern for environmental impact, safety, security and community relations. We are highly sensitive to the environment by ensuring that necessary assessment is carried out in line with international practices before embarking on any project. Customers demand results and we deliver. TOPDEL Engineering Limited commitment and dedication to deliver quality results to our customers is our single goal.





# CONTENT

1. INTRODUCTION	-	-	-	-	-	--	2
2. COMPANY'S OVERVIEW	-	-	-	-	-	-	3
3. CONTENT	-			-	-	-	6
4. COMPANY'S MISSION AND VISION STATEMENT-				-	-		7
5. COMPANY'S GOALS & VALUES		--	-	-	-		8
6. OUR TEAM							13
7. ENGINEERING, EPC & PIPELINE						-	17
8. CIVIL & MECHANICAL					-	-	25
9. ELECTRICAL	-	-	-	-	-	-	49
10. POLICIES							52
11. HEALTH, SAFETY AND ENVIRONMENT							53
12. QA/QC							59
13. CONTACT US							61



**Vision:**

To be a one stop shop for Engineering solutions and services that gives customers total satisfaction.

**Mission:**

To create, implement and achieve solutions equal to our client's desires with good speed and compulsory detailing. We intend to be out-rightly professional in constructing and implementing our client's instructions after being supported with our knowledgeable and informed advices.

**Company Objectives**

- To promote a culture of outstanding quality service and to be recognized as an industry leader in the area of quality.
- To maintain, as the cornerstone of our business, the health and safety of our employees and the protection of the Environment.
- To actively involve and empower all employees in a continuous improvement process.
- To listen and respond to our customers/stakeholders and exceed their expectations.
- To adapt quickly and appropriately to changing business conditions and market opportunities.
- To hire and train Nigerians, which is an integral part of the company's joint venture agreement.
- Deliver quality projects to the satisfaction of our clients
- Deliberately manage company resources through waste avoidance and cost control
- Achieve tangible results and profitability for the benefits of all stakeholders





## VALUES

TOPDEL Engineering Limited is a wholly owned Nigerian Engineering service company incorporated in Nigeria to offer engineering and specialist services to Companies, Government and Individuals of the Nigeria economy. It was established as a one stop engineering service firm to meet the business goal of our clients. Throughout our short period of operations, we have proven this fact by the quality of projects executed so far.

Our services are tailored to the needs of our clients. We do this by proffering innovative/original solutions and deploy best in standard equipments/employs the services of highly experienced professionals to execute projects. We conduct our operations with reliance on the latest technology. Safety in all areas of our operations is critical and therefore ensures that necessary precautions and training are offered to everyone in our employment.

TOPDEL Engineering Limited believes in the viability and sustenance of projects and guarantees this by laying a solid foundation at the onset, starting with project identification, screening through feasibility studies and engineering design to project commissioning, conduct post project execution evaluation, maintenance and audit services. We have established close working relationship with architectural, surveying and other engineering firms, whose services are often elicited and complimented with in-house skills, thereby, making available to the client the broadest range of expertise. Our rich database on project executed in-house and projects executed by our

Technical partners serves as invaluable reference materials for new project design and execution. This is of course supported by technology for feasibility analysis and reporting, computer aided design (CAD), software in the areas of engineering, architecture and project management all of which ensure that most assignments are concluded in record time and to approved standards. The company believes that the proper monitoring and control of project is just as important as well as formulating and designing projects.

The primary drivers of our business are cost consideration coupled with deep concern for environmental impact, safety, security and community relations. We are highly sensitive to the environment by ensuring that necessary assessment is carried out in line with international practices before embarking on any project.



### Local Content Policy

The company is committed to the development of the local content policy by incorporating the plan into its business as part of her immense contribution to the sustainable development of Nigeria and project bearing communities. Therefore, in line with our community relations and social response and contracting policies, we have established the following principles: We shall utilize goods and services produced in Nigeria and project host communities in Nigeria.

The company shall continue to develop indigenous contractors and utilize local labour and locally manufactured materials wherever possible as enshrined in the contract policy. The company shall provide training to develop human capital and building competencies in the management field of sustainable local development.

The company shall extensively ensure protection of environment, respect of human and social rights employee and contribution to local economic development manner and in line with the agreement signed between us and our client.



---

### **HSSE POLICY (Health, Safety, Security and Environment Policy).**

The management of the company is committed to health, safety, security and environment policy by ensuring:

To provide adequate control of the health and safety risks arising from our work activities.

To consult with our employees on matters affecting their health, security and safety.

To provide and maintain hardware, tools and equipment in a safe manner.

To ensure safe handling of equipment and use of PPE'S

To ensure all employees are competent to do tasks, and give them adequate training

To prevent accident and cases of work-related ill health

To maintain safe, secured and health working conditions

To review and revise this policy as necessary at regular intervals.

### **Core Values**

- Earn trust and respect
- Timely service
- Take pride in what we do
- Be proud to sign our name to each job
- Never do a job if it cannot be done safely and properly





Due to the nature of the work undertaken, the company has very high standards and guidelines of Safety Management and HSE Systems.

The company carries out regular monitoring of all its Systems and Operating Procedures to ensure that all works undertaken or materials supplied through its approved major suppliers are carried out in full compliance with the very latest legislation and Engineering Standards.

In line with this Total Quality Commitment the company has in-house Quality Assurance Systems to monitor and control all aspects of our work including material Procurement, Material Testing, Analysis, Pre-commissioning and equipment logistics

Coupled with its in-house specialized personnel and the logistical, manpower and plant support, we have the capacity to tackle any specialized project including Pipelines, Terminal & Refined Product Storage Tanks, Shutdowns, Hot Tapping, Diversions and other related projects.

### Services Offered

-  Civil Engineering Services
-  Mechanical Engineering Services
-  Electrical Engineering Solutions
-  Turnkey (EPC) Contracts

# TEAM



## Welcome to the team!!

### Our Team

At TOPDEL Engineering Limited we have an energetic and highly motivated team who enjoy completing projects to the highest of industry standards.

Currently, we have a decent staff strength in our team (including freelancers) with a wide range of experience and skills to ensure we can successfully deliver on any project. Very high average employment duration of 7.25 years signifies the devotion, reliability, experience and commitment that customers can expect us to provide on every job we undertake.

At TOPDEL Engineering Limited we fully believe the adage “Your staff are your most important asset”. We realise that the personal and professional development of our team is imperative in ensuring the successful delivery of projects, and thus the success of our business. We therefore invest in our staff through comprehensive training programmes, mentoring and coaching. The rewards of this philosophy are inevitably shared with customers through increased satisfaction and better-quality service.



**Our in-house design team** provides site and master planning, architectural, electrical, plumbing and HVAC consultation, specifications and design criteria specifically tailored to your company's requirements. Every project is "value-engineered" to meet your budget.

**Our project management staff** delivers results you can count on. Our field crews self-perform the following trades: masonry, concrete, rough and finish carpentry, electrical, plumbing, HVAC, interior painting and finishes.

**Our real estate team** offers comprehensive analysis of your existing and future real estate needs. We manage office, warehouse and manufacturing space in Nigeria, maintaining a continual commitment to your complete satisfaction through the value enhancement of each property.

When you build with TOPDEL Engineering Limited Construction, you can relax knowing that your home is in the hands of a highly skilled, hand-picked team. We want you to benefit from our tradesmen's years of experience building and renovating across the country.

To bring fresh, innovative ideas to the table, we have hired top apprentices to work alongside our tradesmen. Each apprentice is closely supervised by one of our experienced staff to make sure that all of their skill and efficiency is being passed on to the next generation. These are the people you want on your project.





## Management

### **Directors & Management**

#### **Temitope Adeyemi- Chief Executive officer**

Temitope is an Electrical Engineer by training and has worked in various multinationals like Airtel, Ericsson amongst others. He enjoyed so many trainings and experiences which are relevant to the core services rendered by TOPDEL ENGINEERING LTD.

Having handled so many important projects, operations and decisions, he became the CEO of TOPDEL ENGINEERING LTD in January 2010 and has grown the company tremendously in total embrace of the board's directive.

Tope is a graduate of Obafemi Awolowo University, Ile –Ife. He is also an alumnus of Pan African University, Lagos Business school and a COREN Certified Engineer. He is the founding director of TOPDEL ENGINEERING LTD.

#### **Babajide Idowu- DIRECTOR PROJECTS.**

A seasoned Civil / Structure Engineering with experience in major construction projects, Supervision, Project management, Project Scheduling, Project Planning, Costing and Evaluation. He is also very proficient in the use of various computer software for analysis, designs and presentation.

With 18 years' experience, Babajide is a graduate of University of Ibadan, Oyo state. He's a certified member of COREN and a corporate member of Nigeria Society of Engineers (NSE).

**OLUGBENGA ASHA- Chief Technical Officer.**

Engr. Gbenga Asha is a graduate of Electrical Electronic Engineering from University of Lagos. He is certified by COREN and a corporate member of NSE.

He started his career with PHCN and rose to become Manager Projects and implementation IKEJA DISCO. He's very experienced in project planning, project management and control.

**Ademola Oyede*****Head, JV Operations & New Business***

Ademola Oyede has a wealth experience in new business development, IT telecoms and logistics department, while working in Shell petroleum Development Company (SPDC west) and other companies where he worked as Community Development Officer.

He holds a Bachelor of Science degree in Agricultural sciences from Obafemi Awolowo University, Ife where he also has an advanced diploma (Business Administration). A member of British Computer Society and a certified software testing analyst. He is also a certified enterprise manager from the Lagos Business School.

**YUSUF LAWAL**

A graduate of accounting from Lagos state University and has since become chartered by ICAN. A detailed, cost conscious accountant with impressive management skills.

**OLUYEBI ADOLLO- LEGAL ADVISER**

This is a seasoned corporate lawyer with over a decade experience in cooperate law practice and litigation. A graduate of Obafemi Awolowo University, Ile –Ife.

**MECHANICAL ENGINEER ADEMOLA GANIYU**

A graduate of Mechanical Engineering at Obafemi Awolowo University with over 18 years working experience in consultancy. He trained with the seasoned Engineers and has been involved in several projects before even joining TOPDEL.

**MOSHOOD SAHEED : SAFETY OFFICER**

He is a graduate of Lagos State Polytechnic in Mechanical Engineering. He was trained in Mobil Safety program and as been our safety officer for 10years. He is patient, experienced and matured.





## **ENGINEERING**

TOPDEL Engineering Limited's combination of global resources, and engineering capabilities are what deliver world-class facilities to our clients' while meeting their demanding business needs. Our streamlined global engineering process - from concept to completion - produces consistent results in some of the most difficult and challenging locations on earth by using robust, data centric and technologically advanced engineering methods.

Our time-tested design approach is based on a logical sequence of processes that focus on stakeholder input and reducing redesigns that impact cost and schedule. We provide a full range of services including EPC, grassroots facilities and revamps, offshore engineering, FEEDs and conceptual studies, start-up and commissioning, and logistics planning and simulation.

One of TOPDEL Engineering Limited's key strengths is the ability to communicate to our clients and projects teams through our information management systems and virtual work environments. We are able to utilize our entire vast expertise, regardless of their physical location. TOPDEL Engineering Limited clients benefit both from our cost effective distributed project execution and our ability to utilize TOPDEL Engineering Limited's wealth of niche experts efficiently and effectively.

### **Engineering, Procurement & Construction (EPC)**

TOPDEL Engineering Limited has a strong capacity to handle highly complex engineering, procurement and construction projects for clients in remote and challenging locations across the country. Whether it is a commercial initiative, or a secure government defence project, we deliver solutions that cater to the needs of each customer. From concept through commissioning and turnover we focus all our efforts on the final delivery of our customers' projects - the result is a high value facility that meets your business needs.

TOPDEL Engineering Limited delivers engineering, procurement and construction (EPC) solutions in every region of the country under some of the most demanding conditions. When customers have difficult EPC challenges, they count on TOPDEL Engineering Limited to deliver. Whether we are providing EPC for an LNG facility, small capital construction, or a government building, TOPDEL Engineering Limited delivers world-class service and performance.

Our EPC expertise can successfully execute challenging projects in the areas of power and industrial, infrastructure, downstream markets, oil and gas, LNG/GTL, and government and defence.



## Front End Engineering Designs (FEED)

TOPDEL Engineering Limited helps to lay the foundation of an engineering project with best-in-class FEED solutions for clients. Our combination of technical expertise and workforce delivers a multi-disciplinary approach to FEED and FEL work processes for large or small-scale engineering initiatives.

TOPDEL Engineering Limited aims to provide front-end engineering and design (FEED) of the topsides for any proposed development facility.

Our seasoned staff of engineers and FEED specialists ensure that the design of a project meets the project's time frame, ROI, operating costs and budget, while sustaining our commitment to operational excellence.

## INSPECTION SERVICES

TOPDEL Engineering Limited supports procurement, materials and engineering with innovative and efficient inspection services that follow purchase ordering, customer and company requirements. Our Inspection Services team provides value with effective inspection task planning, efficient testing and reporting methods, budgeting of resources to demand and providing assurance to customers that the product meets their requirements.

We organize, plan, execute, control and verify the quality of the work in accordance with customer requirements and the TOPDEL Engineering Limited Management System and take action to identify, report, correct and prevent nonconformity.

## LOGISTICS OPTIMISATION & MANAGEMENT

TOPDEL Engineering Limited provides efficient, economic, and on time transportation services to difficult locations around the country. We utilize innovative resources and technology to produce the appropriate solutions allowing us to be proactive, avoid delays, and achieve the utmost in constructor and end-customer satisfaction.

Our Logistics Simulation group also executes material delivery strategies for proposals and projects. Using discrete event simulation technology, we have the ability to simulate storage, loading, transportation, and delivery systems to balance the capacity for materials movements against risk, unforeseen events, and the overall project schedule requirements for materials delivery and usage.

The combination of TOPDEL Engineering Limited expertise in logistics, materials management, simulation analysis, and project execution in challenging environments allows us to uniquely quantify risks and analyze schedule and cash flow performance.



## MATERIALS MANAGEMENT

Over the past decade, TOPDEL Engineering Limited has worked to help minimize our clients' total material costs through innovative planning and logistics systems. We ensure the correct quality and quantity of materials, timely delivery of equipment to be installed, and subcontracted resources obtained at a reasonable cost, all available on-time and under budget.

We offer the expertise, processes and tool utilization needed to facilitate frequent status updates on all material control information including quantities required, materials allocated, requisitioned, received and issued. Our processes provide cost control through rigorous materials management.

We also tailor materials control programs to our clients' project needs by leveraging a network of tools to achieve competitive pricing, flexible sourcing, timely delivery and efficient distribution of materials to the end-user.

## PROCUREMENT MANAGEMENT

TOPDEL Engineering Limited provides innovative contract management and control process solutions necessary to administer purchase orders and subcontracts. Our procurement team brings unparalleled leadership and experience to developing proven supply chain solutions, ensuring that our clients receive what it promised, when it is promised, in a timely, well-executed manner.

Our procurement management examines expenditures - product-by-product and vendor-by-vendor - to gain a thorough understanding our client's operations and purchasing culture.

TOPDEL Engineering Limited effectively manages the procurement of global projects large and small, creating top-to-bottom consistency throughout the entire logistics, delivery and installation process.

## SUBCONTRACT SERVICES

TOPDEL Engineering Limited has successfully managed subcontracted activities in a highly dynamic business world. Our subcontracts unit supports TOPDEL Engineering Limited and its clients by being integral to every part of the Engineering, Procurement and Construction (EPC) process. We are also dedicated to performing work in a safe and ethical manner, every day.

Our team is comprised of a diverse, experienced group of professionals who are supported by a highly communicative management team.

TOPDEL Engineering Limited utilizes its Contract Management System (CMS) to facilitate all subcontracted activities. Accessible via the internet, CMS is scalable for



use on small engineering or construction projects and is built primarily for large-scale initiatives requiring a high degree of standardization, organization, security, and collaboration. Our clients turn to us for support - provided with 24-hour coverage.

Through four integrated modules, CMS is designed to enforce appropriate business practices, yet is highly customizable. Using the full suite of role-based and task-based training materials, Subcontract Administrators and contractors learn our innovative system within a relatively short period of time. CMS also provides valuable data to management via standard and customizable reports four areas: Prequalification and Vetting, Contract Authoring, Contract Inquiry and Post Award Administration.

## SUPPLY CHAIN MANAGEMENT

TOPDEL Engineering Limited supply management services leverage today's technologies and logistics methods to make efficient decisions which streamline the supply management process.

We have a sound track record of ensuring timely and accurate material receipt through innovative expedition and quality assurance with vendors to minimize receiving delays and errors. We optimize transportation networks, operating hand-in-hand with global freight forwarders with dedicated assets.

We also leverage the latest supply chain technology to ensure our customers' material is accurately tracked throughout its journey to its destination and installation.

## Commissioning and Start-up Services

---

TOPDEL Engineering Limited has the tools needed to ensure the proper installation and operation of systems prior to the handover to the end user. Our successful track record of testing and commissioning procedures helps develop a steadfast facility commissioning plan and comprehensive schedule to meet our client needs.

Establishing milestones and identifying critical paths to accomplish the successful integration of commissioning activities have helped us become an industry leader in construction projects. With a company-wide focus on safety and quality, our capabilities include design, procurement and construction execution in addition to the start-up required to create a thriving project.

## Construction Management

---

TOPDEL Engineering Limited has brought a vast source of diversified experience in the construction project management industry to meet the discerning needs of our clients. We have shown the willingness to go beyond our customers' expectations by



providing industry veterans with decades of project management experience who are responsible for implementing innovative construction programs.

We provide services which include the management of design and construction team activities, process installations, coordination of utility and infrastructure and contingency construction. Our seasoned management team can facilitate benchmarking analysis and provide assistance in the development of best-in-class facilities programs through the asset-specific maintenance programs, supply and demand-side energy programs and asset lifecycle analysis.

## Major Construction

---

TOPDEL Engineering Limited is capable of providing major construction services on large scale, global projects for the petrochemical, refining, power, manufacturing, infrastructure and forest product industries. From government buildings to complex refineries, we have the people, equipment, construction materials, and experience to complete any sized project on time and on budget.

We are committed to providing quality construction services to private companies and public agencies alike. With operations around the country, TOPDEL Engineering Limited has the resources to take on facility global construction initiatives virtually anywhere.

## Segmented Construction (Mechanical, E/I)

---

As one of Nigeria's premier construction service providers, TOPDEL Engineering Limited offers a solid foundation in mechanical and segmented construction. We have successfully worked on commercial, government, institutional, and industrial projects, and have satisfied the most rigorous quality standards, while meeting high-pressure deadlines and managing cost-effective budgets.

Whatever the size and complexity of a construction project, we have met challenges with optimism and experience whether it is a large and refined university to a small retrofit project, we have the tools, resources and experience to deliver a project on time and on budget.

Our teams of skilled project managers are experts at scheduling and tracking the progress of all segmented construction trades, equipment delivery and phases of construction. Additionally, our client base ranges from school districts and transportation authorities to federal facilities and healthcare organizations. We are committed to delivering high-quality solutions at the best value to our customers.



## Small and Mid-Capital Construction

---

TOPDEL Engineering Limited small and mid-capital construction services provide clients with a variety of cost-effective services, from minor renovations to major expansions or relocations. With our continuously present on-site teams, we meet customer needs from project start up to completion.

Scoping, estimating, planning and scheduling, construction of all disciplines, start-up assistance and follow-up maintenance are all handled by our teams, reducing the need for multiple outside contractors as well as overall costs.

With our experience in providing construction services to the petrochemical, refining, power, manufacturing and forest product industries in the country, TOPDEL Engineering Limited mitigates risk from project concept and design to construction and commissioning, overseeing every detail along the way. Understanding project needs and innovative solutions distinguishes TOPDEL Engineering Limited from our competitors and gives clients the confidence they need, knowing that their projects will be managed with professionalism backed by a company with a rich and powerful construction legacy.

## Project & Program Management

---

TOPDEL Engineering Limited has significant experience with a number of large, complex project management endeavours, many of which are located in some of the most remote and challenging environments. As part of our integrated team approach with our clients, we adhere to a simple strategy: innovative, on-time and on-budget delivery regardless of the size and scope of the program.

We offer effective contract administration, cost and schedule control, work order management, quality control and design supervision to our client base. We have worked with a number of organizations to provide the most inventive and refined solutions for key initiatives in services including preconstruction, purchasing, field supervision, project scheduling and subcontractor management and security.

TOPDEL Engineering Limited portfolio of project and program management solutions encompasses an array of integrated capabilities that is designed to give our clients the full support they need to meet their objectives.

## Operations & Maintenance

---

In a global economy where budgets are carefully crafted, and expenses closely monitored, our clients depend on us to provide total maintenance services projects of any scale that align with their business goals and our professional commitment to excellence and safety.

Our maintenance services include plant site management, planning/scheduling, preventative/predictive maintenance, professional safety, and



stores/spares/integrated supply and craft personnel and supervision. TOPDEL Engineering Limited has experience in providing integrated maintenance management systems.

Our efforts to ensure the safety of our customers through dedicated maintenance work have helped us develop some long-lasting partnerships.

For us, clients are more than projects; our reputation hinges on the continued satisfaction of each one. Through every step of our partnership, TOPDEL Engineering Limited will assemble the right workforce, with the right skills, to meet your short and long-term maintenance goals.

## Logistics Support

---

With a full range of responsive, effective and reliable planning, procurement and supply chain management services, TOPDEL Engineering Limited is a leader in field of global logistical support. We move people, products and vital supplies from one side of the globe to the other through a variety of effective delivery methods.

TOPDEL Engineering Limited manages complex manifesting as well as loading, unloading and distribution of equipment and material. We use state-of-the-art tracking and scheduling tools to ensure products and services get where they need to be at the right time and in the right quantity. We transport everything from mail to essentials such as food and water, beds and laundry facilities.

TOPDEL Engineering Limited specializes in applying our renowned on-time, on-budget approach to special projects in secure environments. We invest in the equipment, facilities and government-approved personnel needed to ensure that our clients' individual needs are securely supported.

We have the capability to provide security assessments and upgrades, facilities modifications, asset protection, threat analysis and utilities and power generation.

TOPDEL Engineering Limited has an unsurpassed ability to deliver all aspects of special maintenance execution, including project management, direct hire labour, subcontracts and an extensive support organization for systems, equipment and tools. Our long-tenured and widely dispersed staff also delivers facility services to remote or harsh environments all over the country in a safe, timely and cost-effective manner.

## Lifecycle Services

---

From commissioning and procurement to total maintenance management and supply chain solutions, Lifecycle Services is part of an expansive and expertly woven business designed to give clients the best in quality services and skilled personnel who continue to advance TOPDEL Engineering Limited already rich legacy of success and innovation.



We have capacity to provide on-site maintenance; turnarounds and capital upgrade projects to the petrochemical, refining, pulp and paper and energy industries around the country. Our wide-ranging scope of services offers clients the best in talent, and experience, as well as an unyielding commitment to safety and patented, cutting-edge technologies for optimal solutions to plants and facilities projects.

This full spectrum of services during the life cycle of any project can only be offered by a company like TOPDEL Engineering Limited with the history and ability to deliver quality services through our aggressive recruitment and hiring of a highly-trained, multi-craft workforce focused on safe and timely delivery.







## CIVIL

### **The TOPDEL Engineering Limited Commitment**

A commitment is only as good as the company that makes it, building facilities that are economical, reliable and efficient has been TOPDEL Engineering Limited's commitment. Our team of construction professionals offers a single source solution for all your construction related needs. Whether it's restoration, site preparation, a new facility or facility renovation, we have the experience and personnel to provide the highest quality construction on schedule and within budget.

### **A Passion For Building**

### **Building Construction**

TOPDEL Engineering Limited currently provides the following core services:

- Building Surveying Consultancy
- Building Surveying Projects
- Cost Consultancy
- Project Management
- PPP & Public-Sector Consultancy

Its scope of work covers the whole spectrum of building and construction consultancy, technical due diligence, management and compliance and incorporates a wide range of building types: commercial, industrial, retail, residential, public and historic.

TOPDEL Engineering Limited takes an active role in setting the standards within the local market and actively seeks to adapt its skills to meet the constantly changing needs



of its clients. TOPDEL Engineering Limited enjoys a unique reputation, not only for the high standard and quality of work, but also for a forward-looking approach to changing times.



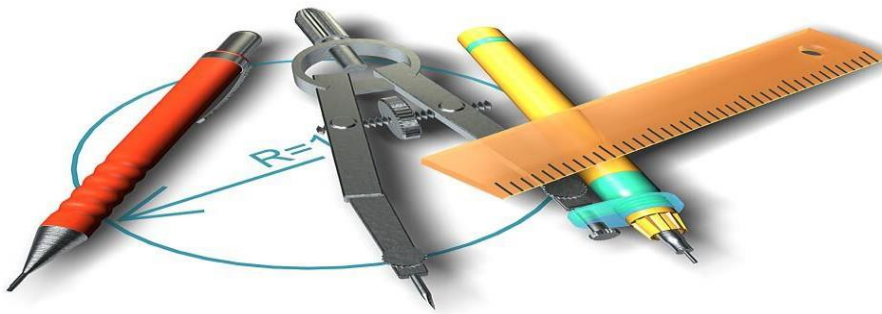
The practice is widely recognised in the Nigerian market for the breadth of its service areas in property. Professional services are enhanced by ISO 9001:2000 Quality Assurance systems and supported by a locally managed library and information centre, extensive investment in information technology and ongoing research and development activities.



TOPDEL Engineering Limited Construction's Building Surveying team provides professional consultancy services to a wide range of sectors, including education, commercial property, residential and public bodies. Our aim is to provide essential Building Surveying consultancy advice for vendors, purchasers and occupiers of all property types.

The Building Surveying team specialise in providing proactive advice throughout the life cycle of the building and with a dedicated team of highly skilled individuals, our success

has been our ability to provide focused commercial advice tailored individually to suit our Client's needs, with the aim of maximising the value and managing Client risk.



We have a wide range of expert knowledge available in-house and by understanding our Client's needs, we have developed long-term relationships and generate a huge proportion of repeat business spread geographically across the country by consistently providing first class service in line with our status.

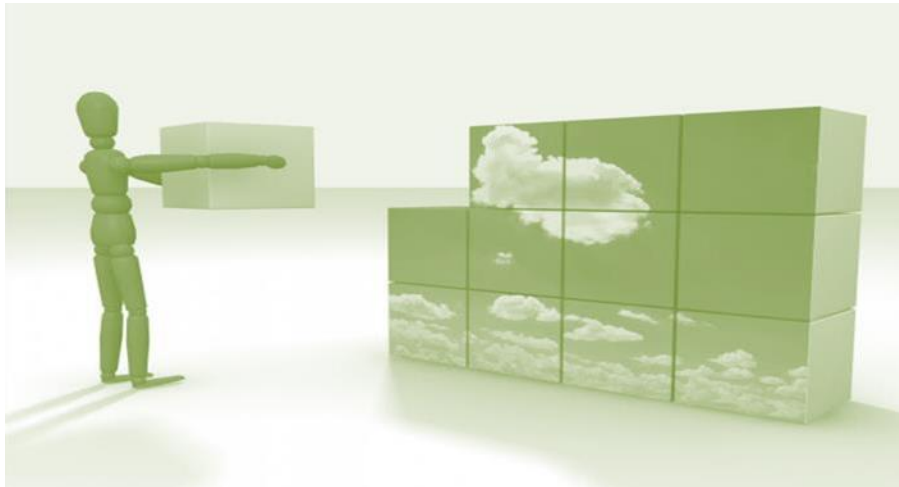
Our full range of Building Surveying Consultancy services are as follows:

- Acquisition Building Surveys and Due Diligence
- Building Inspection Reports
- Planned Maintenance and Life Cycle Costing
- Dilapidations
- Development Monitoring
- Fire Risk Assessments
- Measured Surveys
- Schedules of Condition
- CDM Co-Coordinator
- Defects Analysis
- Health and Safety Audits
- Fire Certification and Means of Escape
- Asbestos Management and Surveying

The plain fact is we love to build buildings. Maybe it stems from the pleasure of overcoming the intricate challenges of construction. Or the feeling of accomplishment when a project has been successfully completed. But most likely it simply comes from the delight we share with the building's owners and with all the project team members at a job well done.

That passionate energy and aggressive enthusiasm for a construction project begins even before you award it to us. Prior to making a presentation, we analyze every project down to the last detail to ensure that it matches our capabilities. Fact is, TOPDEL Engineering Limited will submit a proposal only if we are certain we can do a first-rate job. More importantly, that analysis also allows us to discover potential problems, develop ways to address them in advance and give you a more realistic construction

plan. In the end, that means being able to build more efficiently.



## Resources

The Integrated Management System (IMS) integrates quality, occupational health & safety and environmental practices that TOPDEL Engineering Limited has developed and used successfully. The IMS specifically outlines the following:

- Policies (Quality, OHS&R, Environmental, Rehabilitation & Industrial Relations)
- OHS&R and Environmental Aspects
- Legal and Other Requirements
- Objectives and Targets
- Management Program and Planning
- Structure and Responsibility
- Training, Awareness and Competence
- Communications
- Document Control
- Product Realisation
- Operational Control
- Emergency Reaction and Response
- Monitoring and Measurement
- Integrated Management System Audit
- Non-Conformance and Corrective and Preventative Action
- Records
- Management Review

We have an extensive fleet of machinery and equipment including the following:

- Heavy Transporter (75 Tonne capacity)



- Watercarts
- Six-wheeler Tippers with Trailers
- Tractor Units
- Tractors
- Crew Trucks / Small Tippers
- Bulldozers and Scoops
- Excavators and Skid Steel Excavators
- Graders
- Mowers
- Rollers
- Drainage Shields
- Crawler Crane (50 Tonne)
- Forklifts
- Other related small plant (plate compactors, etc)

Please note that if we do not currently have any equipment that is required for a project we will hire it for the duration of that project at discounted prices and these savings are passed on to the customer.

Equipment is available for hire subject to availability. Please contact us with your requirements.

It is the combination of these capital resources and our valuable human resources that enables us to deliver a successfully completed project on budget and on time.

## What We Do

### Civil Engineering/Construction

- Design of Roads, Bridges, Building & Sewage System
- Road & Bridge Construction
- Hydraulic Design & Water Supply
- Geotechnical Analysis
- Preparation & Installation of Pre-Cast Elements

### Building Constructions

**Major Building includes works completed at:**

- Shopping centres
- Office blocks
- Retail outlets
- Residential
- Churches



## Our Services

Building trusting relationships with our clients by being responsive to their expectations and providing the highest quality possible is the cornerstone of our corporate culture. Our attentiveness to our clients and all aspects of every project has resulted in long-term client relationships just within our one-year history.

TOPDEL Engineering Limited has been providing services under the CM-at-Risk and Design-Build umbrellas, in addition to the traditional Agency CM and General Contracting methods. You can trust that we have "been there-done that." We understand the ins and outs of each project delivery method and will apply our knowledge and lessons learned to your projects.

TOPDEL Engineering Limited practices open and honest communication, with our clients' trusts a priority from the get-go. By being held accountable for our actions and offering complete transparency throughout the construction process, our clients have received not only higher quality projects on time and on budget, but also peace of mind that we acted as their agent with their best interests at heart.

Not sure which construction delivery method is right for your project?

Below is a list and a short description of our services, all of which are available no matter the construction delivery method you chosen.



TOPDEL Engineering Limited Construction. –Civil Works Services offers of supply, install, design/build, maintenance, planning, and management of the projects such as highways, bridges, tunnels, residential, commercial and industrial buildings.

## CIVIL WORKS SERVICES

Today's requirements of building constructions have become extremely stringent, but we have met these requirements head-on. Our Civil Works Services, TOPDEL Engineering Limited can construct many types of pre-engineered metal buildings. We perform the underground, site preparation, concrete, and the final walk-in structure. Civil Works Services has performed this operation for both public and private sectors of business.



## Summary of Building Construction Services

### Design

- ARCHITECTURAL
- STRUCTURAL
- MECHANICAL
- ELECTRICAL
- INTERIOR FINISHES

### Build

- CONCRETE • MASONRY
- ROUGH CARPENTRY
- FINISH CARPENTRY
- ELECTRICAL • PLUMBING • HVAC
- PAINTING • INTERIOR FINISHES

### Manage

- BROKERAGE • MARKETING
- PROPERTY MANAGEMENT
- ASSET MANAGEMENT
- DEVELOPMENT
- FACILITIES MANAGEMENT



## Construction Management Service

We coordinate and monitor the activities of all trades and subcontractors on a project. Our Weekly job progress meetings are scheduled with all trades and subcontractors. TOPDEL Engineering Limited – Civil Works Services



attends all project meetings with the architects/design team and clients to discuss job progress, procedures, scheduling and coordination issues, maintaining a high standard quality, raising the performance level of the entire team. To construct durable, functional facilities while effectively managing the scope of work, cost / budget, and the construction schedule.

### Project Analysis (Pre-Construction Cost Analysis)

For TOPDEL Engineering Limited – Civil Works Services the pre-construction services it is not only estimating services, these are important, but we believe that a more proactive management of the design phase will help to assure that the design reflects the budget, schedule, and the design needs of the clients. The 80% of the control of the budget and schedule are within the design phase of the project. As project designers TOPDEL Engineering Limited Civil Works offers a Pre-Construction Technical Analysis Services approaching client's goals.

### Construction and Operations

TOPDEL Engineering Limited .- Civil Works Services offers professional skill technicians to performance any single job and process of each project of structures involves in excavation, construction, finishing, raw material test, safety of urban highways, bridges, buildings, industrial building, tunnels, residential buildings, commercial buildings, industrial buildings. The TOPDEL Engineering Limited - Civil Works Services represents civil building tradition and new technology to execute any phase of the construction operations.

### Quality Control and on Site Material Testing

As part of TOPDEL Engineering Limited – Civil Works Services quality policy our technicians designed, executed and implemented a comprehensive Quality Control Program for the Testing and Monitoring of all materials and construction projects. We have Certified Engineer Inspectors to verify earthwork, mix concrete, steel, reinforcements, precast, concrete, masonry, fireproofing, roofing, pavements, sub-grades and foundation of any construction project.

### Quality Commitment and Safety

We at TOPDEL Engineering Limited - Civil Works Services realize the value of total commitment to a true quality program. We have many fundamental quality practices in place and continue to expand our company and has grown through dedication – just as our company. Our quality improvement process is based upon the principles of management-oriented planning, commitment, and building interpersonal relationships between clients and employees. We focus on areas of motivation, teamwork, and problem solving skills. We do not discriminate against, but encourage, new philosophies and improved methods.





Our fundamental belief in Quality Commitment is applied to all tasks. It applies to all employees, procedures, equipment, state of mind and attitude. It is one of the bases that separate us from any other company – the true base that we endeavour to find quality in our employees and teach them to seek quality in all other tasks.

Safety is a primary focus of our working fundamentals. We strive daily to implement new fundamentals, to increase the safety of our employees and our lives. Our employees hold value in their work, in their lives, and in their families. We will honour the value of safety at all times. It is our foremost priority to all our customers, employees, and their families.



We at TOPDEL Engineering Limited – Civil Works Services have had the pleasure of an impeccable safety record in the past, and we look forward to continuing these efforts for a safe future. This very idea is the base support of investing time and effort into our safety program. We are committed to improving ourselves in the total safety commitment in not just our jobs, but in our lives.

### Safety Procedures and Officers

TOPDEL Engineering Limited is committed first, to the elimination of occupational injuries and illnesses and the damage to equipment and property throughout its operations to the protection of the public whenever it comes into contact. Second, TOPDEL Engineering Limited operations also committed to the prevention pollution and environmental degradation and to continuous improvement of its Environment, Safety and Health Management System. This commitment is reflected in our Safety and Health Management System applied to our international projects.

### Company Projects

TOPDEL Engineering Limited project portfolio includes a variety of types and size of the project from the smallest stand-alone fire alarm installation fully to integrate electrical and mechanical installations. Projects include work for private and public-sector clients on many commercial, leisure, and, light industrial projects.

## MECHANICAL

### OUR PLUMBING SERVICES

A schematic representation of the workflow for plumbing design services is depicted below.



## PLUMBING DRAFTING & DETAIL DRAWINGS

Plumbing Drafting - Plumbing Detail Drawings - Plumbing Engineering Drawings

At Mechanical, Electrical and Plumbing, we provide high quality plumbing drafting and detailing service meeting with International Standards at reduced costs. We have expertise in preparing to plumbing layout design and detailing, piping & plumbing shop/coordination drawings, piping construction drawings, material take-offs for various components, etc.

We specialize in plumbing drafting and detailing services ranging from design, drafting to roughing. We add value to our customer business by offering them the competitive edge by providing high quality plumbing drafting products and plumbing design services at effective prices.

We provide the following Detailing and Drafting Services in Plumbing including supply, install and

Maintenance:

- Domestic Cold and Hot Water System layouts
- Waste Water System layouts
- Storm Water System layouts
- Riser Diagrams of Domestic Hot / Cold Water Diagram, Sanitary Drainage and Vent Diagram, Storm Water Drainage Diagram, Compressed Air Diagram, Fuel / Medical Gas Diagram, Fire Protection Diagram, Laboratory / Radioactive Drainage and Vent Diagram, Oral / Laboratory Vacuum Diagram
- Typical Enlarged Diagram showing all the details of the plumbing accessories and connection to plumbing fixtures
- Details and Schematics

## Preconstruction Services

### **Preconstruction Estimating**

Provide project estimating and a reliable cost model drawn from our extensive cost histories.

### **Feasibility Studies**

Analyze life cycle costs for building system alternatives.

### **Scheduling**

Develop a complete team schedule showing who and what goes where and when.

### **MEP Review**

Evaluate evolving mechanical, electrical and plumbing system concepts and coordinate engineering services.



**Constructability Review**

Help determine the ease and speed of the building process.

**Risk Management**

Control cost, schedule and owner objectives to mitigate risk.

**Market Analysis**

Understanding the unique requirements of your project in the context of market conditions and trends.

**Cost Control**

Provide the most efficient design and construction methods to achieve value.

**Quality Control**

Monitor methods, procedures and checks from start to finish with the goal of meeting established standards.

**Construction Services****LEED™ Certification**

Meet sustainable design and construction criteria for Leadership in Energy & Environmental Design certification and recognition.

**Progress Monitoring**

Monitor actual versus forecasted schedule/budget.

**Change Order Management**

Limit the need for revisions.

**Quality Control and Testing**

Validation of actual to specifications.

**Labour Relations**

Proactive resolution of potential issues.

**Post-Construction Services****Commissioning**

Ensure that building systems are designed, installed and activated according to owner's operational needs.

**Lien Releases**

Severing of contractual ties to vendors.

**O&M**

Development of operations and maintenance instructions.

**Final Closeout**

Completion of punch listed items.

**One-Year Walkthrough**

Final verification of operational status.

**TOPDEL Engineering Limited Culture`**

TOPDEL Engineering Limited culture begins with our people; we like to think of ourselves as one big family working together toward one goal - Building Excellence. Our company culture is a mix of hard work, fun, mutual respect and a strong commitment to our clients and community. There is close friendship among the employees of this family-oriented company that adds value to their working and personal lives. We strive to maintain an open, family-like atmosphere in our offices and on our job sites. Like most families, our expectations are high. We recruit and retain only the most talented and enthusiastic employees, many of whom have been with TOPDEL Engineering Limited for over 8 years.

We encourage teamwork and collaboration. We support and reward individual initiative and resourcefulness. We value problem solvers and effective communicators and acknowledge and celebrate the contributions and accomplishments of others - fellow employees as well as our project partners.

Each year everyone looks forward to planning and attending the many traditional TOPDEL Engineering Limited events like the annual family picnic and annual meeting, as well as group outings, holiday parties and retreats.



## Safety

**"Safely, the only way to work!"** That is the motto by which we live.

We are committed to safety above all else, and this commitment is central to everything we do. Our proactive approach creates value for our clients and safeguards our most important asset: our employees. Our entire team is dedicated to maintaining a safety-focused and environmentally sound business; our safety culture is promoted by each member of our team through planning, implementing and evaluating safety practices on a daily basis.

Our safety program is proactive and action-oriented; everyone from management to trades people is involved in making a zero-incident workplace a reality. We use daily pre-task planning sessions, ongoing safety inspections, weekly safety meetings, safety seminars, special equipment training, safety manual reviews and email updates to assist in attaining our goal of zero incidents.

Our supervisors receive training in the 30-hour Construction Out Reach Program, as well as classes in Fall Protection, Excavation and Trenching, First Aid, CPR and Confined Space Entry Procedures, Substance Abuse Awareness and Recognition. New employees are required to complete our New Hire Safety Orientation Program.

Our substance abuse program includes Pre-hire, Post Accident, Fitness for Duty, For Cause and Random Drug and Alcohol Testing. All employees, including management, are subject to random testing equal to 25% of our annual workforce.

Our safety culture at TOPDEL Engineering Limited focuses on keeping motivational messages and emotions at the forefront of everything we do - every day. Family-oriented messages remind us to keep safety at the top of our minds with posters and banners placed throughout our projects. Bringing our families to the jobsites with these visual reminders positively impacts how we approach and value safety.

TOPDEL Engineering Limited is involved in civil construction and engineering in the following areas:





### Bridging & Structural

TOPDEL Engineering Limited specialise in the construction of bridges, piling, foundations, wharves, marinas and other such structures.



### Road & Pavement

TOPDEL Engineering Limited manages major roading contracts throughout the Upper North Island. We undertake projects ranging from large transit and council roads to small rural roads including bridging, culverts, signage, and traffic management. We also manage the surfacing of roads, driveways, car parks, sports facilities and footpaths.



### Specialist Pile Driving

TOPDEL Engineering Limited specialise in piling and foundation works. We have carried out foundation works for bridges and structures as well as dynamic compaction for foundations.



### Bulk Cartage & Heavy Transport

TOPDEL Engineering Limited has a number of six-wheeler plus trailer units with highly skilled drivers available for bulk cartage work. We also have tractor units and a heavy transporter able to cart up to 75 Tonne.



### Water & Wastewater

TOPDEL Engineering Limited have extensive experience in reticulation projects, rising mains and pump stations as well as new water and wastewater treatment plant and upgrades of existing plants. We have the technical expertise on top of our project management experience to co-ordinate the multi-disciplinary demands that come with managing projects of this nature.



### Plant Hire

TOPDEL Engineering Limited has an extensive fleet of machinery and equipment all available for hire subject to availability.



### Site Works

TOPDEL Engineering Limited provides a wide range of earth and site work services including; house site construction, driveway construction, landscaping, drainage and trenching.



### Subdivisions

TOPDEL Engineering Limited has extensive experience in the construction of subdivisions including; earthworks, drainage, service relocation/installation, footpaths, pavements, surfacing and landscaping.



### Construction

With a passion for construction, we provide the highest level of service to every client by dedicating our time and energy to producing only the finest quality of workmanship to enhance the lifestyles of our customers.

TOPDEL Engineering Limited specializes in Luxury remodelling and Fine Home Building.

Whether we are supervising a small remodel, or building a custom estate, our success stems largely from a dedication to two factors: organization and communication.

TOPDEL Engineering Limited features the following specialty services:

- Design Build Construction
- Residential Remodelling
- Project Management
- Hard scape Construction
- Landscape Construction
- Swimming Pool and Spa Construction
- New Home Construction

All TOPDEL Engineering Limited projects are assigned a supervisor from the initial survey through to project completion. On-site personnel carry cell phones, Black Berry PDA computers, and laptops – making all TOPDEL Engineering Limited supervisors and project managers available at any time throughout the project. We go to extraordinary lengths to ensure that each job flows smoothly, efficiently, and on budget.



Our unwavering attention to the business side of building benefits everyone: The Owner and Design Team see a final product that follows the spirit of the original vision, the subcontractors get in and out with no down time, increasing their profit margin and providing incentive to offer their services at lowest possible price, and the client knows exactly what the job will cost and precisely when it will be finished.

### *Pre-Construction*

During the pre-construction meeting, you are invited to sit down with your sales person, superintendent and possibly a customer service representative to do a final review of your Dream Home package. Together, you'll verify the placement of the house, review the blueprints, and find out what to expect during the building process. Once city and county permits are cleared, construction can begin.

Your sales rep will remain your primary contact throughout the process, but make sure you have contact information for your superintendent as well.



### **Civil engineering construction services include:**

- Bulk earth works
- Drainage – commercial, sub-division, public & private
- Water/sewage pumping structures & wells
- Retaining walls - emergency & temporary earth stabilisation
- Lightweight concrete & void filling
- High voltage industry civil & building work
- Site works – including footings, floor preparation, services etc
- Foundations & piling
- Pipelines – including storm-water & sewage
- Grouting – including pressure grout stabilisation of foundations and beams
- Rock/earth drilling & anchoring



- De-watering



### *Electrical*

Our skilled teams of staff ensure that the most intricate electrical work is carefully and correctly completed, ensuring guaranteed peace of mind.

### *Partitioning*

Drywall, Chip Board, Vitrex Toilet Partition System and demountable types? we have the expertise required to complete every installation.

### ***Project Management***

From planning, costing and coordination, through to execution and handover. TOPDEL Engineering Limited has the capability to see every project successfully executed from start to finish.

### ***Building Alterations***

We have the expertise to complete both exterior and interior building alterations for any requirements.

### ***Turnkey projects***

Having handed over a number of projects fully completed and in a ready to use condition, whatever the client's requirement, we deliver.

### ***Shop fitting***

Star Contractors supply the services in manufacturing and installation of shop fitting projects, using the best possible quality raw materials and supplying the most appropriate fittings to the full satisfaction of its clients.

### ***Suspended Ceilings/Specialised Ceilings***

Suspended Ceilings are hung from the ceiling joints with a metal grid. This creates a cavity between the joints and the ceiling where pipes, wires and ductwork can be installed and worked on. We use Gypsum boards with a standard thickness from 6mm-15mm or any type of acoustic materials. Specialised designs can also be created utilising these materials.

### ***Mouldings***

A moulding is a strip of material with various cross sections used to cover transitions between surfaces or for decoration, made from wood plaster or plastic. We create definition by applying light and dark shaded stripes to a structure or object, without having to change the material or apply pigment.

### **General Construction**

- TOPDEL Engineering Limited has a range of capabilities and resources to provide their clients with a variety of services in the commercial, industrial and private sectors.
- Earthworks involve the excavation, removal/importation and trucking of fill for surface scrapes, trenching and battered slopes. TOPDEL Engineering Limited can undertake both heavy earthworks for major construction purposes and small scale residential and tight spaces handworks.



- Drainage including storm-water & waste-water drainage, water reticulation, de-watering installation, private & public drainage, and soakage systems. Whatever your requirements TOPDEL Engineering Limited can solve your particular drainage problem using a range of specialized equipment and techniques.
- **Foundations** concrete raft pad and piled foundations for anything from small equipment stands to heavy bearing structures and abutments.
- **Concrete Construction** TOPDEL Engineering Limited construct a range of both pre-cast and poured on site concrete structures, and take pride in achieving both accuracy and a high standard of finish.
- **Building Construction** TOPDEL Engineering Limited has extensive experience in the construction of high end houses and light commercial buildings (e.g. shops, warehouses and factories). The fully qualified building arm of the company can undertake the entire building project from foundations & piling to finished structure.
- TOPDEL Engineering Limited also uses Foam Crete (thermal insulating concrete) from Canterbury Foam Concrete Ltd as an insulation screed beneath new floor construction and to protect against rising damp in existing timbered floored homes.



## GALLERY



## WAREHOUSE CONSTRUCTION



## **L&T COMPACTOR**



**MOBILE HOT ASPHALT MIXER**



**CAT AP 800B**



**CAT AP 800D**



**VOLVO GRADER**



**EXCAVATOR AND DUMP TRUCK**



**COMPACTORS**



**VOLVO PAVER**



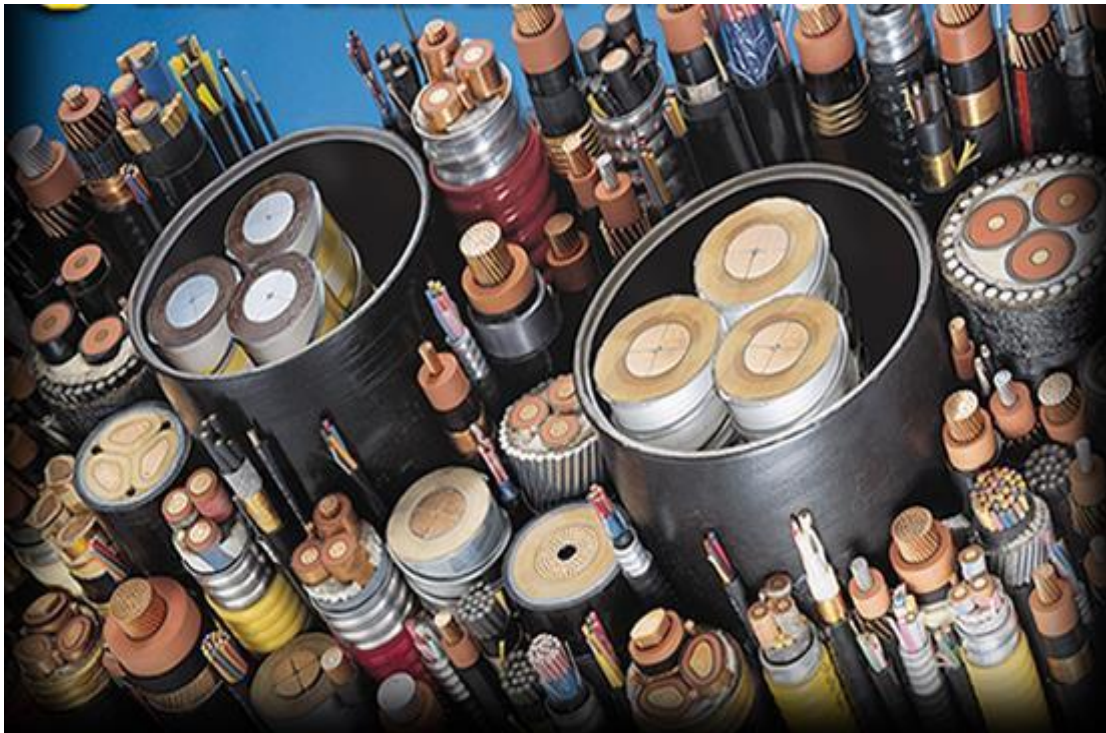
**CAT 950**





**CAT DIESEL GENERATOR**

## **ELECTRICAL**



## TRANSFORMERS



*Pole Mounted 100KVA transformer*

We are experts and professionals in supply and installation of high voltage transformers. We supply and install any rating of transformers to any part of the country as desired by our client. We are registered with all Discos across the country

Our clients like, UBA, UNION BANK, WEMA BANK and MISA and a host of others trust our ability to deliver in any part of the country as we have proven to them over a period of time.

### 3. ELECTROMECHANICAL EQUIPMENT

We supply, install and maintain several Electromechanical equipment such as cranes, generators, Alternators, industrial extractor fans. We supply and maintain generators from 13 to 2500KVA. We have various dealerships with OEMs and distribution agents and can supply as desired.

We have been maintaining Union bank head office at marina for over 10 years. The Power Station has 4 nos of 2000KVA, 1 no 750KVA and 1 no 1000KVA. We supervise, maintain and operate the Power station and we have availability of 99.2%. we have supplied several estates, banks, Telecoms and individuals with deep satisfaction

### ELECTRICAL PANELS

Electrical panels can be grouped into

1. Construction
2. Installation
3. Maintenance
4. Operations

We construct panels for MOBIL, FORTE, MISA, NIGERDOCK and some other clients and we have never disappointed. Our panels are made to suit the weather and environmental conditions. We offer several years of warranty

We were among the companies short listed to install panels round the country for a telecoms company. This we did very well. We have installed countless panels for various clients across the nation. We pay attention to details and ensure proper installation practices are carried out safely

We have many standby teams for Electrical Operations. This we have done at union bank head office for over 10 year. We have held shorter operations for FORTE, MOBIL and MISA at various times. Operating panels and other circuitry elements entail deep Electrical knowledge which is what we possess

## MECHANICAL AND ELECTRICAL CONSULTANCY

We are very proficient and detailing in our M & E designs. We have designed mechanical and Electrical services for several clients e.g DILLON CONSTRUCTION COMPANY, A & A ARCHITECTS, MISA e.t.c

We employ our best experiences into putting practical designs into play and ensuring effective and efficient designs. We put our client's desire and satisfaction upper most in our design and we rarely have corrections

We employ the latest software in drawing and use FRONT END ENGINEERING DESIGN (FEED) models in our designs.



## INJURY MANAGEMENT POLICY

### STATEMENT

TOPDEL Engineering Limited is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work-related injury or illness.

Management supports the injury management process and recognises that success relies on the active participation and cooperation of the injured worker. Whenever possible, suitable duties will be arranged internally having regard for the injured worker's medical restrictions.

## OCCUPATIONAL SAFETY AND HEALTH POLICY STATEMENT

The objective of the company and its Directors is to ensure a safe and healthy workplace, free of incident and or accidents.

This object can only be achieved by close co-operation and consultation between management, employees, contractors, the client and others.

The Occupational Safety and Health Act 1984 defines the responsibilities of the Employer, Employees and Contractors with respect to Safety and Duty of Care within the workplace. The standards laid down in this Act and its associated Regulations and Codes of Practice are, within TOPDEL Engineering Limited and to be regarded as minimum standards only.

The Clients Occupational Safety and Health Policies and Procedures take precedent over and above TOPDEL Engineering Limited Occupational Safety and Health Policies and Procedures.

TOPDEL Engineering Limited encourages everyone within the company to participate actively in the continuous improvement of our occupational safety and health performance.



## HEALTH, SAFETY AND ENVIRONMENTAL POLICIES IN BRIEF.

**INTRODUCTION:** This COMPANY PROFILE contains the DETAILED MANUALS OF BOTH CASHES AND HSE POLICIES for **TOPDEL Engineering Limited**.

One of our core values is to **"Never do a job if it cannot be done safely"**. We maintain this through our in-house safety staff and the employees focus toward safety. It is our commitment to provide our employees, clients and the public a safe place to live and work. Our employees attend tailgate safety meetings each day while on the job. They are empowered to stop a job that is seen as unsafe. Our personnel attend safety trainings and obtain required certifications as necessary. Our company understands the importance of providing quality equipment and quality personnel on the job site. We maintain our equipment well and maintain a vast crew of highly skilled workers.

Safety defines our company. We understand that safety is for the protection of our employees, the protection of our company, and also, ultimately, for the protection of our client's assets as well. We have an exceptional safety track record and maintain programs with ISNetworld.

TOPDEL Engineering Limited's team of experienced project managers, superintendents, and laborers can complete many types of construction projects. Projects include pipeline construction, pipeline repairs, pipeline coatings, fabrication, pressure testing and casings.

***Below is just an insight / summary of TOPDEL Engineering Limited HSE and CASHES approach to execution of operations towards her PROJECTS, STAFF and ENVIRONMENT, for your perusal.***

### **POLICY STATEMENT:**

Our policy covers a broad spectrum from head of engineering services, head of departments, supervisors, welders, grinders, helpers, drivers, messengers, cleaners, etc.

It is the policy of **TOPDEL Engineering Limited** to guide her staff and all persons associated with her OPERATIONS, in other to ensure total physical fitness on health matters, and also to practice and maintain safe and healthy environment taking into consideration all statutory requirements and environmental impacts of our operational activities.



## HEALTH :

The basis for admitting any personnel to work on our site, they must be medically certified fit for handling physical operations.

Hard drugs, alcohol, and smoking is not allowed on our sites.

All forms of self medications are discouraged and disallowed. Any ailment emanating from work should be reported immediately and appropriate medical treatment given.

**A standard and well stocked first aid box** and associated first aid equipment manned by a **qualified nurse or First Aider** shall be available on site.

## SAFETY & SECURITY :

The Health and Safety at Work Act of 1974 (applicable in Nigeria), shall be compulsorily enforced and mandatorily adhered to by all employee and associates of **TOPDEL Engineering Limited** at work site and during transit.

**Safety policies will be enforced by Safety Officers / Engineers along with full involvement of Sectional Heads and Management.**

**Security Guards:** In other to ensure adequate security for staff, equipment and materials, it is the practice of our company to deploy and maintain professionally trained security Guards at our WORKSHOPS, WORK SITES and administrative office areas.

- TO TAKE AND MAINTAIN MOVEMENT RECORDS OF PERSONS IN AND OUT OF WORKSHOPS, WORK SITES, and ADMINISRATIVE OFFICE AREAS.
- TO TAKE AND MAINTAIN MOVEMENT RECORDS OF EQUIPMENT AND, MATERIALS INCLUDING NUMBERS OF VEHICLES IN AND OUT OF WORKSHOPS, WORK SITES, and ADMINISRATIVE OFFICE AREAS.
- ALSO TO LIASE WITH THE NIGERIAN POLICE FORCE, AND NIGERIAN ARMY IF THE PEACE OF THE ENVIRONMENT IS THREATHENED BY DISSIDENT YOUTH OR ARMED BANDITS.

## Reflective Safety Signs.

### Signs & Labels Designs and Printing:

TOPDEL Engineering Limited has acquired the latest knowledge on labels and signs designs and printing. We are experts in reflective signs such as road and industrial safety signs (Prohibitions, Warning and), Pipeline Markers, directional and office signs, pavements and lane markings. Our aim is to increase Safety signs in the workplace as an indispensable way of protecting employees from accidents. In case of a fire, for instance, well placed signs that can speed up the evacuation of a building and help those giving first aid.

There is no longer excuses like it was night " *I Didn't See It* ".

The purpose is to in convey information in a comprehensive way about objects and situations that can be dangerous.

We are committed in contributing to Safety and security in industries, commercial, transportation and residential facilities through the provision of reflective surfaces. Is not like the normal artist painting wooden or plastics signs they normally do in Nigeria.



## ENVIRONMENT:

**TOPDEL Engineering Limited** has a burning passion for ENVIRONMENTAL RE-ORDERING in terms of ENVIRONMENTAL IMPACTS of her operational activities on the immediate and extended environment (Host and Neighbouring Communities.)

To this end we preach and practice environmental ethics devoid of Ecological Debasement as follows:

- Our operations are compliant with the Nigeria Environmental Regulations.
- Protect the Environment by carefully handling dangerous chemicals, spill of hazardous substances into the environment where our operations are carried out in other not to destabilize the ecology.
- Good housekeeping ethics and values are practiced
- Intentional efforts are made to ensure that any negative effect of our operations must be abated completely immediately.
- A zero-tolerance level of operations is adopted. But if by chance any environmentally unfriendly or degradable activities are carried out, a study/investigation of the event shall be carried out and recommendations shall be adopted to prevent future occurrence.

## COMMUNITY AFFAIRS / RELATIONS.

TOPDEL Engineering Limited considers community related issues as TOP PRIORITY in planning and execution of her projects.

Host communities are considered by us as STAKEHOLDERS. They are introduced by the clients' representatives, and thereafter a mutual understanding is reached between TOPDEL Engineering Limited and the communities and the client on how to meet their demands as follow:

- **Community Development projects**
- **Indigenous sub – contractors**
- **Employment of community-based workers.**





## Sustainability

### Safety, health and the environment first

Our goal at TOPDEL Engineering Limited is to achieve zero incidents and injuries – not just within our company but through active support of our partners and customers in achieving this goal.

Risk assessments are conducted to identify and understand all potential hazards. The safety of our customers' employees' hinges on proactive practices.

We extend our zero-incidents mission beyond TOPDEL Engineering Limited by supporting our customers with in-depth information and practical guidelines on the safe handling of our products.

### Safety and health

Leading by example in safety, health, environment and quality management

At TOPDEL Engineering Limited, our aim is to avoid any harm to people and the environment. We strive to continuously improve the quality and safety of our products and services. We view the occupational health and safety of our employees and environmental protection as a vitally important part of our business strategy. Our global, integrated management system helps us achieve these goals by embedding health and safety in our daily operations. Our proactive culture also helps our customers meet their legal and safety responsibilities.

All of these activities fall under the wider umbrella of our corporate policy, which is dedicated to uniting the goals of customer value and sustainable development.

### Caring for the environment

Not only do we actively seek to minimise the carbon footprint of our own operations worldwide, we also work in partnership with our customers to minimise – or even eliminate – hazardous emissions.

Customers or partners of TOPDEL Engineering Limited can expect a lot more than just the right products and services at the right prices. We have a duty to ensure that our operations have minimal or no adverse effects on human health and the environment. We frame our sense of responsibility in this area in our SHERQ policy, which provides a defining framework for various tools and processes that steer our daily actions and approach to business in general. Above all, it embeds a sense of responsibility at a personal level. Each and every employee of TOPDEL Engineering



Limited is individually and collectively responsible for ensuring that we meet our own standards and customers' expectations.

### **In-house action plan**

At all of our production and administration sites worldwide, we are constantly investigating ways to minimise the environmental impact of our operations. Our Operations Division tracks progress in this area by reporting on key environmental indicators.

Specific activities include:

- Working on Site certification (such as the ISO 14001 environmental management certification)
- Measures to cut energy consumption
- Reduction of direct and indirect greenhouse gases and other emissions
- Waste management
- Eco-friendly management of water consumption and wastewater disposal
- Reduction of materials consumption (metal and packaging materials)

### **Within TOPDEL Engineering Limited**

One of the cornerstones of our policy is the reduction or elimination of work-related illnesses, injuries and incidents. Our basic tenets stipulate that all our people must:

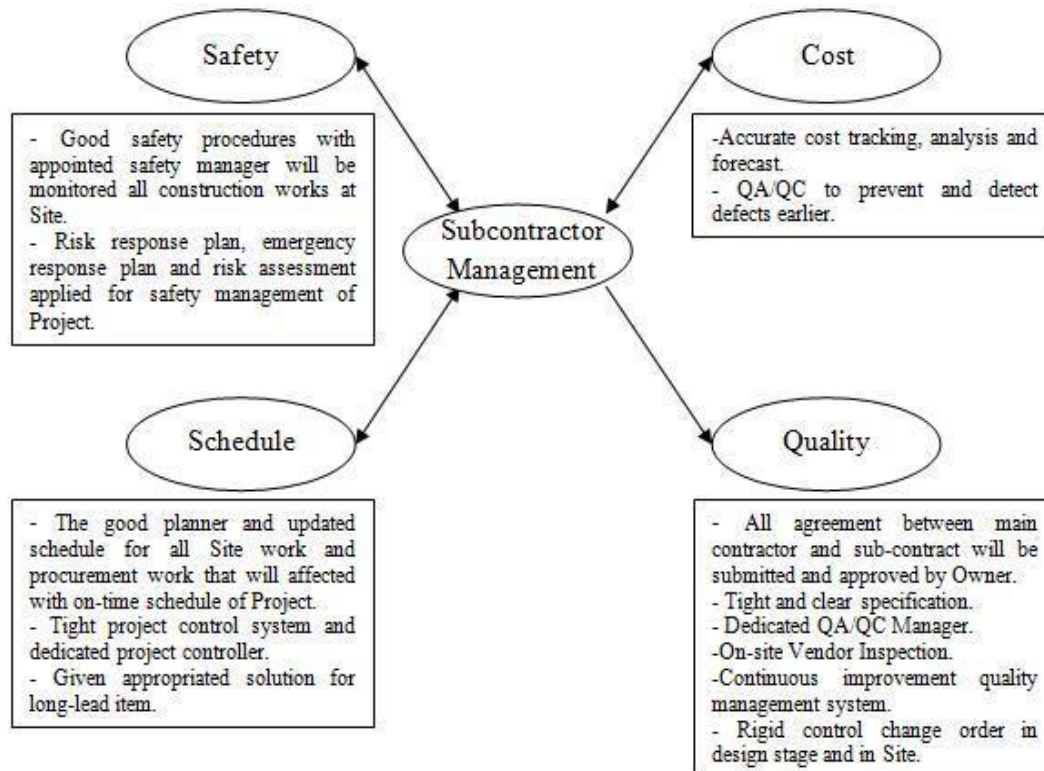
- Have a safe and secure working environment
- Understand and follow the correct systems, procedures and conduct
- Work within an organisation which demonstrates strong visible leadership and rewards appropriate behaviour

### **And beyond**

We expect people working for our partner and contractor companies to conduct themselves in a manner that demonstrates the highest prioritisation of health, safety and environmental care at all times.

These values form an intuitive and intrinsic part of every investment and recruitment decision, business trip and site visit. At work or at home, developing or manufacturing our products, delivering to our customers, a proactive mindset is firmly embedded within our value chain.





**Figure 1:** Analysis the factor that made subcontractor management successful

### QUALITY ASSURANCE / CONTROL POLICY.

To review an existing comprehensive framework for the provision and facilitation of QUALITY ASSURANCE / CONTROL POLICIES through organization of teamwork, for eventual project actualization with high skilled professionals who are armed with the required globally accepted QA/QC CODES & STANDARDS as well as that of our CLIENTS LAID DOWN STANDARDS to the satisfaction of our clients.

THIS COVERS A FULL SPECTRUM OF THE COMPANY MANPOWER FROM THE HIGHEST MEMBERS OF MANAGEMENT STAFF DOWN TO FIELD WORKERS.

ALL EMPLOYEES ARE EXPECTED TO COMPLY WITH THE **QUALITY ASSURANCE POLICY/ QUALITY CONTROL (QA/QC) POLICY** REQUIREMENTS SET OUT ENABLE US ACCOMPLISH THE DESIRED QUALITY STIPULATED BY OUR CLIENTS IN ALL PROJECTS ENTRUSTED IN OUR HANDS.

## Corporate Governance

TOPDEL Engineering Limited is committed to the principles of openness, integrity and accountability in its dealings with all stakeholders. We endorse the value and application of good corporate governance and standards.

### Committees

The Board committees include the Executive Committee, Audit Committee, Risk Committee, Nominations and Remuneration Committee and the Social and Ethics Committee.

### Executive Committee

The Executive Committee is constituted at the discretion of the Chief Executive Officer (CEO) and comprises TOPDEL Engineering Limited most senior line and functional executives. The primary objective of the Executive Committee is to enhance the company's growth and sustainability beyond that encapsulated in the strategies, plans and budgets of subsidiary companies by driving and co-ordinating new initiatives, innovation and intra-company activities.

### Audit and Risk Committee

The Audit and Risk Committee comprises three independent non-executives.

### Nominations and Remuneration Committees

The Nominations Committee comprises three non-executive directors

The Remuneration Committee comprises three non-executives.

### Social and Ethics Committee

The Social and Ethics Committee comprises three independent non-executives.





***Address:***

***6, Tom Ogboi Avenue,  
Itedo Estae, Off Freedom Way,  
Lekki Phase 1,  
Lagos, Nigeria.***

***Email: [t.adeyemi@topdel-engr.com](mailto:t.adeyemi@topdel-engr.com)***

***Tel no: 08022224114***

