



Date: 17/07/2026

Attention: Mr. Nabil Hawat, Manager Zinaline

Reference: HXC-ZL-AL-260717

Subject: **Implementation of the Health, Safety, and Environment (HSE) Framework**

Dear Mr. Hawat,

As part of our ongoing commitment to elevating Zinaline's operational standards, this letter outlines the core framework for our Health, Safety, and Environment (HSE) implementation. Establishing a secure, compliant, and sustainable manufacturing environment is critical to safeguarding your personnel and ensuring continuous, high-quality production on the factory floor.

To achieve this, we are actively developing, standardizing, and deploying a comprehensive suite of HSE documentation tailored specifically to the realities of your woodworking operations. The deliverables for this critical phase are structured into three primary categories:

1. HSE Management Documents

- HSE Manual
- HSE Objectives & KPIs
- Annual HSE Plan
- HSE Organization Chart
- Roles & Responsibilities Matrix
- HSE Communication Plan
- Document Control Procedure

2. Risk Assessment Documents

- Hazard Identification & Risk Assessment (HIRA)
- Job Safety Analysis (JSA)
- Risk Register
- Change Management Procedure (MOC)

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3. Operational Procedures

- Safe Work Procedure for All Machines
- Preventive Maintenance Procedure
- Electrical Safety Procedure
- Hot Work Procedure

These protocols are designed to integrate seamlessly with the broader organizational restructuring and quality management systems currently underway. By embedding these rigorous assessments and procedures into daily practice, we ensure that hazard prevention and operational safety become ingrained habits across all departments at Zinaline.

This documentation will aid Zinaline comply with international best practices and prepares the factory for certification to ISO 45001 and ISO 14001.

Sincerely,

On behalf of HEX Consultancy,
Eng. Jad el Achkar
CEO, Founder



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