

# *SMY Electrical Limited*



## *Company Overview*



## *Introduction*

SMY Electrical Limited was formed in March 1998 with a view to offering a fully comprehensive electrical installation service from small remedial works to large design and build projects. The service we provide covers all the engineering aspects, paying particular attention issues surrounding the Electricity at Work Act, Health and Safety at Work Act and C.D.M Regulations.

The company is well equipped to tackle all types of work and seeks new opportunities to build on this diversity, and to establish long term working relationships with our clients

## *Projects & Experience*

We have an extensive and growing client base where the quality of the total service we provide has been the backbone in establishing long term relationships with many of them.

We have experience of projects upto the value of £390,000 (electrical tender) varying from typical office refurbishment, new build, heavy duty switch gear works, UPS installations and main frame computer suites.

We provide 24 hour emergency call out 365 days a year for all our clients.

## *Our Staff*

All our Staff are fully qualified in their specialist fields, providing the appropriate experience, trust and dedication to any commission. All staff are locally based, J.I.B. graded and all certified to the latest Health and Safety, C.D.M. regulations and qualified in First Aid.

We provide an independent test engineer who is charged with inspecting, testing and verifying all works carried on site on a weekly basis.

## *Our Philosophy*

The company is committed to:

- Quality of design & installation
- Providing a personalised service
- A flexible working approach
- Close 'cost & time' control
- Providing value for money





## *Operational Policies*

### Construction (Design and Management) Regulations

The Company has recognized the importance and indeed benefits of full compliance with the Construction (Design and Management) Regulations 1994 and amendment regulations 2000.

All design work is carried out by competent engineers with at least a BS 2400 qualification in addition to more traditional certification. All engineers, supervisors and operatives are certified to be competent in general health and safety, construction health and safety and CDM Regulations. This certification is created and controlled by our independent safety specialists mssrs Hascom Network Ltd.

All supervisors and operatives are also certified as “First Aid Appointed Persons” organized and controlled on our behalf by St Johns Ambulance.

The testing and inspecting of all our installations is considered to be of paramount importance. We employ specific adequately trained engineers with an additional BS2391 qualification to carry out this function.

All operatives are certified to be competent in carrying out all works entrusted upon them. They also each carry a security identification tag which relates to :-

Our Company

Operatives name

Operatives address

Date of birth

Next of Kin

Method Statements and Risk Assessments are now an “every day” requirement on most installations. Our operatives are trained in the production, understanding and implication of the same in addition to which we attach Personal Protection Equipment checklists, Health and Safety checklists, Discrepancy Reports and “Site Rules” lists.

The control and monitoring of all the above is carried out by our own “in-house” quality system which is regularly monitored and is also available for inspection at will.



## *Equal Opportunities*

The Companies aim is to ensure that all of its employees and job applicants are treated equally irrespective of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status. This policy sets out instructions that all employees are required to follow in order to ensure that this is achieved.

### **Policy:**

- 1 There shall be no discrimination on account of disability, race, colour, religion, nationality, ethnic origin, age, sex or marital status.
- 2 The Company shall appoint, train, develop and promote on the basis of merit and ability.
- 3 Employees have personal responsibility for the practice application of the Companies Equal Opportunities Policy, which extends to the treatment of members of the public and employees..
- 4 All staff who are involved in the recruitment, selection, promotion and training of employees have special responsibility for the practical application of the Practice's Equal Opportunities Policy.
- 5 A Grievance Procedure is available to any employee who believes that he or she may have been unfairly discriminated against.
- 6 Disciplinary action under the Disciplinary Procedure shall be taken against any employee who is found to have committed an act of unlawful discrimination.
- 7 Discriminatory conduct and sexual or racial harassment shall be regarded as gross misconduct.
- 8 If there is any doubt about appropriate treatment under the Practice's Equal Opportunities Policy, employees should consult the managing director in the office concerned.



## Schedule of Contracts

Below we have listed some recent typical contracts and their respective value. These are just a handful of contracts over the past five years.

### Client: AMEC Facilities

Contract Name	Description	Value
De La Rue, Basingstoke	Office Refurbishment	£121,000
The Prudential, Reading	Office Refurbishment	£365,000

### Client: BAA

Contract Name	Description	Value
Coferdam	New Railway Terminal	£80,000

### Client: Bayer Pharmaceuticals

Contract Name	Description	Value
Bromsgrove Depot	Office Refurbishment	£44,000
Nottingham Depot	Plant Refurbishment	£25,000

### Client: Bradfield College

Contract Name	Description	Value
Main Building	Office Refurbishment	£xx,xxx
Test & Inspection	Plant Refurbishment	£xx,xxx

### Client: Henley Management College

Contract Name	Description	Value
Jarrett House	Lecture Room Upgrade	£30,000
Jarrett Conference Room	Office Refurbishment	£70,000

### Client: London Underground

Contract Name	Description	Value
Wembley Park Station	New Office Block	£134,000
Hainault Station	3-Story Office Block	£178,000

### Client: Oxford University

Contract Name	Description	Value
Radcliffe Science Library	Office Refurbishment	£86,000

