BAKER HUGHES
A Baker Hughes company
Process Systems

Swift House
Cosford Lane
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England

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TO WHOM IT MAY CONCERN

HAZEM ELLEITHY

I confirm that Hazem Elleithy has been with our company for a period of four weeks, during which he has undergone various training modules details of which are attached. He has taken full benefit of his period spent with us here in the UK and has endeavoured to find out as much as he can about the way we operate our business.

In addition to the items shown on the attached list, he has also spent some time in understanding the process of our Sales organisation, from proposal preparation through clarification to final hand-over to the Project Management of the company. He has been fully co-operative and it has been a pleasure having him with us.

Should you require further information, please do not hesitate to contact me.

Ian McKellar

IAN McKELLAR
Human Resources Manager

15 September 1994

INVESTOR IN PEOPLE

93-LON-AQ-056

15 September 1994 **HAZEM ELLEITHY**

INTRODUCTION TO COMPUTER SYSTEMS

Baker Hughes Management Information Systems (MIS)

Client Document Issuing (CDI)

Vendor Document Control (VDC)

Lotus 1-2-3

Auto-CAD

Computer Simulated Design

ENGINEERING DEPARTMENT

Mechanical, Civil and Electrical Design

Process Design with computer simulation

Components design, sizing, material selection, drawings and calculations (Vessels, Valves, Filters etc.)

System P&ID design and drawings

System GA design and drawings

System structural steel design and drawing (Skidbase)

Piping design and drawing

BAKER HUGHES WORKSHOP

Assembly

Skid layouts

Positioning components (Vessels, Heat Exchangers, Pumps etc.)

Assemble pipework and valves

Assemble platforms, handrails, ladders and gratings

Run Trays for electrical and pneumatic hook-ups

Inspection and Testing

Pneumatic leak testing of all joints including instrument air lines

Cable continuity and megger check

Full tag and P&ID check

Dimensional check

Functional testing

QUALITY CONTROL DEPARTMENT

Study of ISO 9001 requirements and procedures

Quality Control Procedures

Vendors auditing and inspection

Delivery and in-house inspection

Quality Assurance Procedures

Departmental Interface Procedures and Policies (DIP's)

HUMAN RESOURCES DEPARTMENT

Employer/Employee relationships

Recruitment and Termination

Codes of Ethical Conduct

Security

Health & Safety

Appraisals and Incentives

Equal Opportunities