

WRIGHT PROJECT SERVICES

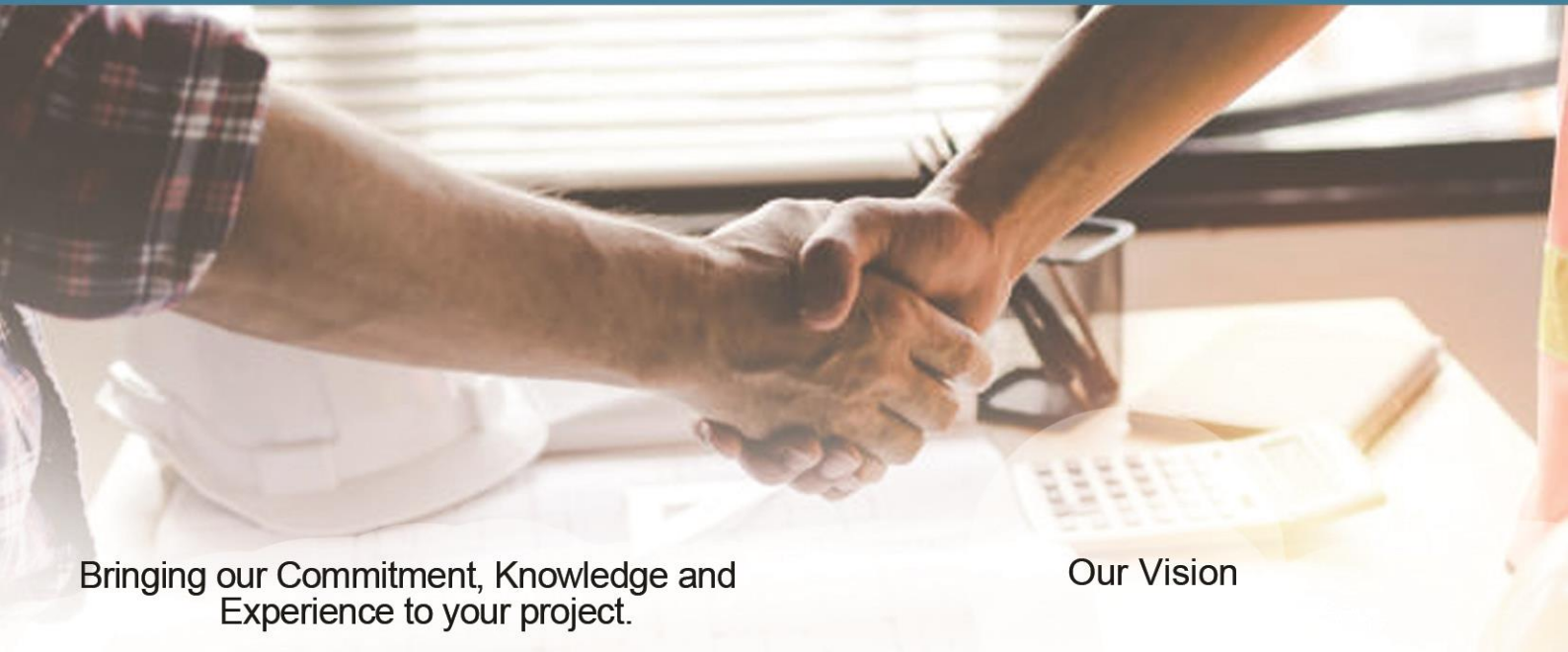
CAPABILITY STATEMENT



GAVIN WRIGHT
Director

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WHO WE ARE



Bringing our Commitment, Knowledge and Experience to your project.

Wright Project Services are there to look after your best interests from conception through to project award.

Wright Project Services are a Project Management business providing high-quality specialised services through our highly skilled and motivated team of professionals. Our focus is on providing end to end solutions for clients and we pride ourselves on our track record of working closely with clients to achieve this.

Wright Project Services will represent and protect you through the Tender Process, Site Establishment, Site Safety Management and Supplier & Sub-contractor Management. Regardless of the field you are in or what type of project you have, the basics of good project management remain - Communicate, Facilitate, Challenge, Drive, Review and Report. All these go towards achieving the desired outcomes in Time, Cost & Quality.

Our Vision

We are passionate about working with our clients to support the long term success of their business. We work with business owners and managers across multiple areas and levels to prevent and overcome problems as they arise.

Our services, systems, policies and procedures are tailored to suit your budgets and priorities. Wright Project Services is committed to excellence in tackling the most complex projects head on.

Our approach is to keep things simple and precise to protect against risk, saving time and costs. We take the pressure off our clients so that they can get on with the job.





OUR QUALIFICATIONS

At Wright Project Services we have qualifications spanning across health & safety, project management, auditing and many more. We help and guide where necessary, report and monitor to transform your business.

Qualifications and disciplines include:

- Project management
- Health and safety certification and management
- Quality certification and management
- Environmental certification and management
- Internal and external auditing
- Training and assessment
- Safe work procedure development
- Management system development
- Risk mitigation
- External accreditation assistance
- Tender development, review and management
- NHVAS system certification, development and training
- TMR Prequalification

QUALITY STANDARDS & ACCREDITATION

- ISO9001, ISO:14001 & AS/NZS: 4801
Integrated Management Systems Internal Auditor
- ISO9001, ISO:45001, ISO:14001 & AS/NZS: 4801
Integrated Management Systems Lead Auditor
- Certificate III in Civil Construction (Road Construction & Maintenance)
- TLIF6307A - Administer the implementation of Fatigue Management Strategies

OUR VALUES

- Deliver exceptional customer service and exceed our clients expectations
- Professional and reliable
- Honesty and Integrity
- Hard working and continuous improvement
- Safety as a priority

BENEFITS OF ENGAGING WRIGHT PROJECT SERVICES

Cost Effective

Well planned project management can save a business significant costs. Costs are quickly absorbed in the saving and value created if an issue does occur.

Streamlined

We aim to make the process as simple and precise as possible. We will develop documents and drive the overall process.

Time Saving

We get the job done efficiently through proven processes and supporting documentation so our clients can focus on their job.





WHAT WE DO

Tender Writing & Review

Tender Writing

Wright Project Services assists organisations to prepare and submit tenders. Whether you are a first time bidder, or a company who regularly tenders, writing a tender can be tough. It is a great way for your business to win contracts but only if it is done right. Wright Project Services has completed hundreds of successful tenders for various companies. We can help your business win tenders by writing a compelling tender that presents your business as the obvious choice, that answers all the questions accurately and complies with all the requirements. We have the necessary skills to complete a tender of the highest quality and therefore have the best chance of winning. This saves you both time and money. Criteria must be relevant to the project so it is important to engage a professional to help you with this process, The most common criteria for tender evaluation are:

- relevant experience
- management and technical skills
- methodology
- past performance
- resources to be employed
- management systems including Compliance, Safety, Environmental & Quality

Tender Review

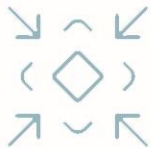
Wright Project Services can also assist in reviewing your tenders, including all non-price criteria such as Management Plan development, Methodology and the tender Program of works.

- Methodology (include program of works, KPI's, the division of works into subcontracts and reporting and recording systems) A documented and well communicated project delivery framework supports consistent and assured project delivery. We work within organisations to develop, document and implement project management methodologies to suit our client's unique needs.
- Management plans (environmental management systems and OHS systems) Project management plans support your operations. We assist clients to assess system needs and ensure projects are supported with a fit-for-purpose systems solution.

WORK SAFETY

Site Establishment & Safety Management

Make sure everyone goes home safe every night.



Ensure Business Continuity

Manage ongoing compliance, reduce risks and minimise incidents and impacts. Ensure safety and continued operation.



Keep workers safe

Protect and manage your work force health and well-being. Keep your people engaged with complete visibility and transparency.



Provide a Safe Workplace

Build engagement and ensure a safe working environment (risks, incidents, near miss, observations) and best practice (audits, inspections)

Wright Project Services can assist with the establishment of your project site, including:

- Layout of facilities including camp, office, ablution and crib setup and storage sheds - these should all be located on level and firm ground and clear of obstructions. Workers should be able to access facilities and sheds without risk of slips, trips and falls and be separated from site traffic.
- Emergency Response Plan - this should reflect the site location, ground conditions and the type of work to be undertaken. The ERP should be regularly reviewed and modified as site conditions change.
- Traffic Management Plan
- Signage
- Ensure SWMS are developed for all high risk work, including sub-contractors
- Project Quality, Safety & Environmental Risk Register



SAFETY AT THE WORKPLACE





Subcontractor Management

Wright Project Services can assist with your Subcontractor Management to promote a consistent structure to manage compliance, risk and project deliverables.

What does Subcontractor Management mean?

Subcontractor management is a process that involves overseeing the lifecycle of one or more subcontractors for a Principal Contractor. The subcontractor management process involves:

- Identifying the Principal contractors specific needs for the project
- Identifying and qualifying potential contractors
- Communicating employer policies to hired subcontractors
- Providing ongoing oversight of contracts



Subcontractor managers are responsible for enforcing the safety and cost provisions of a given contract and for determining if any request to deviate from those provisions by a subcontractor can be reasonably justified.

Subcontractor management ensures consistency in how a business manages its subcontractors, which in turn mitigates the risk to the employer. Consistency is achieved by defining, a uniform framework of expectation for all subcontracted employees.

Creating a managed, uniform framework for communication between the employer and subcontractor prevents projects with numerous subcontractors from becoming fragmented or inflexible. By eliminating these challenges, the communication framework reduces the likelihood that subcontractors will engage in non-compliant behavior.

The subcontractor management process can be roughly divided into four distinct phases:

- The pre-award phase centers primarily upon identifying the needs of a project and locating individuals capable of delivering those needs
- The award phase involves qualifying and procuring the actual contract, along with establishing basic criteria for project work, such as safety standards
- The post-award phase centres around monitoring compliance by subcontractors and maintaining ongoing communication
- The close-out phase focuses on validating that all agreed upon responsibilities have been adequately delivered by the hired subcontractor.

Subcontractor managers oversee the procurement of the equipment and service contracts by the Principal Contractor for the purpose of successfully completing a project that the Principal contractor has either initiated itself or has been contracted to perform.



"I'm not totally happy with the painting subcontractor."



Supplier Management

Wright Project Services can assist with your Supplier Management to ensure your business is focussed on the important elements when it comes to suppliers and associated risks.

What does Supplier Management mean?

The Supplier Manager is responsible for ensuring that value for money is obtained from all suppliers. Wright Project Services will ensure that contracts with suppliers support the needs of the business, and that all suppliers meet their contractual commitments.

The need for a supplier management process isn't just exclusive to large, multinational organisations. In fact, it's almost guaranteed that every business will purchase goods, raw materials and services for third parties at some point.

As such, the approach you take to onboarding, managing and communicating with your suppliers is absolutely critical to your success, and is one that needs careful consideration. Wright Project Services can assist with all aspects of Supplier Management, enabling you to concentrate on the day to day running of your business without the worry of third party involvement.

Many organisations do not give their supplier management framework enough thought or dedicate enough time to defining it, which can lead to them being hit by unpredictable supplier behaviour or problems with their supply chain.



To cover as many bases as possible when defining supply management within your organisation, Wright Project Services will:

- define internal policies for how you're going to govern your suppliers
- agree legal contracts between your organisation and its suppliers
- clearly outline what your expectations are and what you expect to receive from third-party vendors



KEY CLIENTS

Wright Project Services has assisted many companies with Project Management and the Design, Development and Implementation of Integrated Management Systems, in addition to ongoing support and consultation. Wright Project Services ensure that you are looked after from conception through to project award.



Beasley Civil and Training

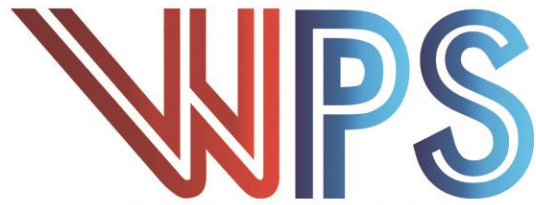


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