



2024



**MASR TRADING AND INDUSTRIES LIMITED**

DETAILED FEASIBILITY STUDY

**(MEDICAL FACTORY )**

## PRELIMINARY FEASIBILITY STUDY

### 1 Main Concept

#### 1.1 Project type

industrial

#### 1.2 Project field

Public investments (manufacture of non-sterile medical devices consumables)

#### 1.3 The trade name of the project

Masr Trading and Industries Limited

### 2 Project Vision

A pioneering and distinguished project for manufacturing laboratory supplies in Tanzania, east of Africa.

### 3 Project Targets

- Establishing the project and ending the necessary appropriations from the Ministry of Industry and Environment
- Providing the necessary funds to complete the integrated project
- Implementation according to the time plan
- Obtaining ISO 9001 certificate and European CE accreditation
- Covering the consumption of the Tanzanian market and the beginning of the transition to the global market
- Expanding the market share in the Egyptian market and moving in parallel to the global market
- Expansion in the fields of engineering manufacturing to include other groups of laboratory products and sterile nutrients for manufacturing

- Becoming a holding company that includes a group of multinational companies and activities

## 4 Project Plans

Goal	Approximate time range (semi-annually)													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Establishing the project and ending the necessary credits from the Ministry of Industry and obtaining the ISO 9001 certificate														
Covering the consumption of the Tanzanian market and the beginning of the transition to the global market														
Expansion in the fields of engineering manufacturing to include other groups of laboratory products and sterile nutrients for manufacturing														
Becoming a holding company that includes a group of multinational companies and activities														

## 5 Project goals

- Completion of the establishment of the project within the first six months
- Termination of the necessary credits from the Ministry of Industry and the start of operation of the products before the end of the first year
- And obtain the ISO 9001 certificate within four months from the beginning of operation (the minimum to obtain the certificate after three months of operation)

- And obtain the CE certificate within six months from the start of operation
- Expansion in the various fields of manufacturing, provided that at least ten products are produced in the same family (laboratory supplies)
- A group of multi-activity projects (petrochemical manufacturing, food packaging supplies and **non-sterile** medical manufacturing components) are established at the beginning of the fifth year to turn into a holding company that includes a group of multi-activity companies by the end of the seventh year.

## 6 Project Mission

Providing all laboratory requirements at the lowest prices and the best quality through

- Conformance with international quality systems
- Applying the latest means in design, development, production, market research and customer follow-up

## 7 Project Values

Although we are a for-profit organization, we are committed to the ethics of good work from honesty and honesty and building strong long-term relationships with customers

## 8 What We Have

- Human Expertise
- Factory construction experience
- Experience in establishing and developing quality systems
- Experience in establishing and developing production systems
- Experience in establishing factories and operating machines (injection - extrusion - thermoforming - assembly)

- Experiences in marketing laboratory supplies locally and internationally
- Available Capital
- The land required for the construction of the project has an area of 5 acres.
- Cash capital of 25,000 in contributions from the founding partners

## **DETAILED FEASIBILITY STUDIES**

# **9 Marketing feasibility study (market)**

## **9.1 Project scope**

### **9.1.1 Suggested channels**

#### **9.1.1.1 Distribution methods**

- Direct contracts with marketing offers
- Major laboratories through
- Authorized distributors outside the Republic and in remote areas
- Tenders
  - ü Ministry of Health through public tenders and direct supply
  - ü Armed Forces Laboratories
  - ü Police Laboratories
  - ü Laboratories of universities and independent medical bodies

#### **9.1.1.2 Product Selling**

- From factory directly
- Local distribution through a distributor who is distributed geographically to cover the Republic
- Export through the factory directly to exclusive distributors in each country

#### **9.1.1.3 Who are competitors and similar projects?**

- ü There is still no company that produces this variety of laboratory consumables, despite the similarity of production lines

ü Competition is divided into several levels:-

- The first level includes two global manufacturers are
  - BD
  - Greiner
  - Chinese Products

**9.1.1.4 Competitive advantages of our products**

ü Flexible and adjustable manufacturing capacity to meet customer requests

ü The product has a quality guarantee similar to competing products, in addition to that the customer's requests can be met in less time periods than import with flexible payment facilities and minimum order

ü Various accessories can be provided, which are difficult to import due to their large size compared to the product to serve

ü High competitiveness in government tenders due to the government's support for local manufacturers.

**9.2 Market size and breadth**

**9.2.1 Product**

**9.2.1.1 Number of competing products and product position**

	American and European product	Arabic Product	Chinese products
<b>Quality</b>	65 to 80 %	Better with the ability to continuous development	
<b>Price</b>	75%	Tight	110%, but the difference narrows with the increase of the dollar

**9.2.1.2 Market absorptive capacity**

The local and global market accommodates many producers due to the noticeable increase in consumption and medical analyzes and the general trend to combat infection and the growth in the provision of medical services, where consumption increases, especially in developing countries, at a rate of up to 12% annually in some countries such as Tanzania,

Uganda and Rwanda, which represents good opportunities for competitors if acceptable quality is available.

## 9.2.2 Consumer

The consumer product with a single use that increases in demand directly with the increase in population and increasing public awareness among consumers of the importance of medical tests and infection control

Since the product is a relatively new consumer in the field of medical analysis, the demand increases with the increase in medical awareness in poor and middle-income countries.

### 9.2.2.1 Consumer rate of increase

Initiator increases. Direct increase with both

- Population increase
- Raising awareness of infection control
- Increasing the general awareness of the community of the importance of medical examination and thus increasing the demand for medical tests

## 9.2.3 Quality and quality of service

The product has international quality accreditation certificates ISO and European CE as it is produced through certified production systems and a quality system that ensures stability in production and high quality

## 9.2.4 Financing Arrangements Needed

Availability of financing requirements and savings cost

	Employment	Labor is available in Dar es salaam and neighboring areas
	Raw material	El Nasr Company for Chemical Industries in egypt
		SABIC Polymers Saudi
		American Devon Company

	Production Equipment	Import from China
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### **9.2.5 Marketing channels for project inputs**

Sufficient energy is available to supply the project with raw materials through

- Direct sales outlets for manufacturers
- Through agents for foreign manufacturers
- Through direct import of the factory from international markets

### **9.2.6 Arrangements for obtaining project needs (equipment, etc.)**

Once the joint stock company is established and approved by the relevant ministries as a company under construction, the company can start contracting procedures and transferring funds to purchase equipment and clear it from customs.

Most of the equipment is imported from China except for some locally manufactured components

### **9.2.7 Requirements for obtaining project needs**

- Establishment of the company
- Ministry of Industry License
- License to practice the activity from the agency to which the company belongs

## **8.2.9 Market Characterization**

### **9.2.8.1 Market Form**

The market represents a market of complete competition between the producer and the competing forums

### **9.2.8.2 Project output**

Consumer product

### 9.2.8.3 Market limits

Local and international (the most important countries proposed as a start for targeting (Tanzania - Uganda - Kenya – south Africa - Rwanda)

- **Qualities and quality of competing or alternative goods**

There are two levels of quality in the market

- Other Chinese or Arabic products of Chinese origin and are of modest quality and high price

- **Costs of a competing or alternative commodity**

<b>company</b>	Nationality	Approximate cost of product	Reviews
BD	American	0.35	High operational costs
Greiner Bio- One	European	0.35	High operational costs
Ningbo Co.	Chinese	0.22	Lower operational costs

- **Competitors**

<b>company</b>	Nationality	Price
BD	American	0.85
Greiner Bio- One	European	0.80
Ningbo Co.	Chinese	0.50

- **First selling point**

1. Locally medexpo Exhibition Land
2. Arab Health Dubai
3. Globally Medica Germany Exhibition

## Product Pricing

Product	Av. Price , USD
Wezerman Tube	0.003
Vacuum blood sample tube	0.015
Non-Emptied Blood Sample Tube	0.015
Petri Dishes	0.02
Urine sample cup	0.04
Cup stool samples	0.04
TB Absorbent Blue	0.0007
TB Green Absorbent	0.0007

## Sales forecasting

<b>Sales Projections Product wise</b>										
Product Line	1st year		2nd year		3rd year		4th year		5th year	
	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount
Wezerman Tube	4%	7,732	4%	10,825	4%	17,010	4%	20,103	5%	23195.87629
Vacuum blood sample tube	42%	77,320	42%	108,247	42%	170,103	42%	201,031	48%	231958.7629
Non-Emptied Blood Sample Tube	21%	38,660	21%	54,124	21%	85,052	21%	100,515	24%	115979.3814
Petri Dishes	9%	16,108	9%	22,552	9%	35,438	9%	41,881	10%	48324.74227
Urine sample cup	16%	28,995	16%	40,593	16%	63,789	16%	75,387	18%	86984.53608
Cup stool samples	8%	15,464	8%	21,649	8%	34,021	8%	40,206	10%	46391.75258
TB Absorbent Blue	1%	1,082	1%	1,515	1%	2,381	1%	2,814	1%	3247.42268
TB Absorbent Green	0%	902	0%	1,263	0%	1,985	0%	2,345	1%	2706.185567
<b>Total</b>	<b>100%</b>	<b>186,263</b>	<b>1</b>	<b>260,768</b>	<b>1</b>	<b>409,778</b>	<b>1</b>	<b>484,284</b>	<b>1</b>	<b>558,788.7</b>

## 10 Technical feasibility study

### 10.1 Determine the size of the project

### 10.2 Output volume

Productivity Calculation							
Desc.	Code	Annual Product Capacity	1st year Targeted	2nd year Targeted	3rd year Targeted	4th year Targeted	5th year Targeted
Wezerman Tube		206,186	51,546	72,165	113,402	134,021	154639.1753
Vacuum blood sample tube		412,371	103,093	144,330	226,804	268,041	309278.3505
Non-Emptied Blood Sample Tube		206,186	51,546	72,165	113,402	134,021	154639.1753
Petri Dishes		51,546	12,887	18,041	28,351	33,505	38659.79381
Urine sample cup		51,546	12,887	18,041	28,351	33,505	38659.79381
Cup stool samples		30,928	7,732	10,825	17,010	20,103	23195.87629
TB Absorbent Blue		123,711	30,928	43,299	68,041	80,412	92783.50515
TB Green Absorbent		103,093	25,773	36,082	56,701	67,010	77319.58763
Net Yearly Productivity		1,185,567	296,392	414,948	652,062	770,619	889175.2577

- **Maximum Power**

200% of primary production

- **Expected expansions**

100% of the production capacity in the second year

150% of production capacity in the fourth year

### 10.3 Production method and equipment required for the production area:

Production depends on well-trained human expertise and documented work instructions that follow the factory's quality system

- **Required devices:**

NO	QNT	Machinery and Equipment Statement	Price	Value (in thousands)		Motive power
				local	Imported	HP/kW
1	4	Injection Machine - 120ton	100		21	30
2	2	Injection Machine - 80ton	60		6	20
3	2	Air Compressor - 35HP	200		21	80
4	2	Cooling Chillier - 55HP	150	300		100
5	1	Crusher 10 HP	25	25		20
6	2	Air condition	50	100		30
7	1	Lab machine	50	50		10
8	2	Ink jet printing machine	80	160		1
9	2	Testing Machine	5	10		2
10	2	packaging machine (Pouch sealer )	5	10		6
		Total		655	48	299

#### Materials:

##### 1- Main raw materials

a. PET and polypropylene are available in the global market

B. Chemicals are provided by local producers, led by Al-Nasr Company

##### 2- Packaging materials

##### 3- Carton

### 10.4 Internal project planning

The required area is about 5 acres divided into

1. Injection area, which is an area of about 0.5 acres meters. It has a main water source, central air conditioning and various electricity sources (220 & 380 V) distributed over four injection machines with different capacities and high productivity
2. Production area: It is an area of about 0.5 square meters and is equipped with central air conditioning equipped with a filter HEPA, floors and walls are equipped with paints resistant to the growth of bacteria and periodical and are easy to clean.
3. Warehouse area: It is a warehouse with an area of about 0.5 square meters and equipped with measuring devices for temperature and humidity of high quality and the needs of stores of shelves, cranes, etc.
4. Management and offices necessary for the management of production, quality, administrative affairs, marketing and sales by an office for each department and other services for workers such as cafeteria and bathrooms

## **10.5 Project needs of direct employment, supervisory and administrative needs and their organization structure.**

The project is one of the projects with low employment, as the machines mostly work automatically, but the technical educational level is one of the most important requirements of labor, knowledge of equipment, electronic control and programming, the most important requirements of production management

## **10.6 Energy needs of the project.**

The total capacity needed by the machines does not exceed 600 kWh

## **10.7 The needs of the project in terms of furniture and transportation.**

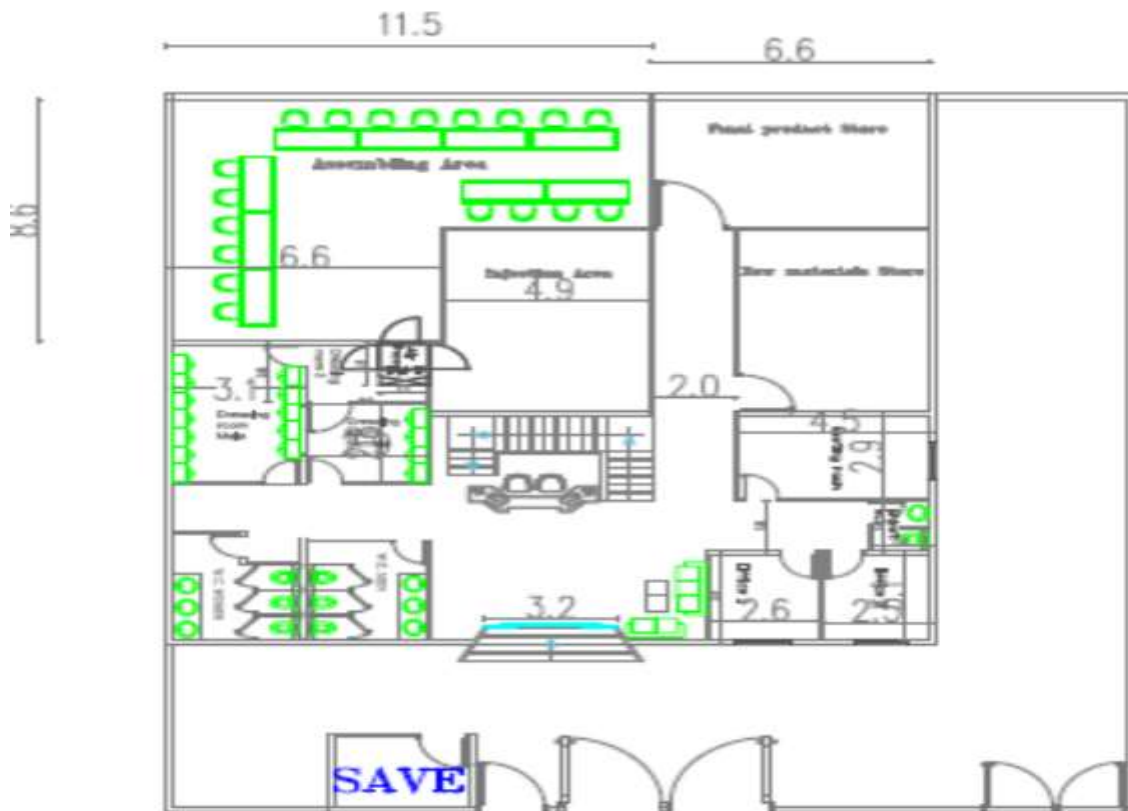
10 administrative offices - a cafeteria for 30 people - meeting and training room - Chairman's Office

## 10.8 The project's direct employment, supervisory and administrative needs and their organization structure.

M	Function	Number	Suggested salary	Total/usd	Reviews
1	Executive Director	1	625	625	
2	Production Manager	1	208	208	
3	Customer Service	1	125	125	
4	Salesperson	2	125	250	In addition to a collection commission
5	Quality Control Manager	1	208	208	
6	Quality Control	3	125	375	
7	Planning and follow-up production	1	<b>125</b>	208	
8	Injection Supervisor	1	<b>125</b>	208	
9	Injection Technician	3	50	150	
10	Blood Tube Assembler	5	50	250	
11	Maintenance and industrial safety technician	1	104	104	
12	accountant	1	208	208	
13	Purchasing Representative	1	125	125	
14	Treasurer	1	125	125	
15	Storekeeper	1	125	104	
16	Warehouse worker	1	50	208	
17	HR Specialist	1	125	125	
18	Security personnel	3	50	150	
19	Cafeteria and cleaner	2	50	100	
Total				3856	

## 10.9 Internal planning

### 10.9.1 Engineering Drawing Project Proposal



## 11 Financial feasibility study

Aims to

- Measure the project's ability through *net cash flows* to *recover the investments* it will incur, and within an acceptable *payback period*.
- Measure the profitability of the project and its ability to achieve an acceptable *return*.

- **Measuring** the project's ability to meet its obligations towards third parties, especially towards external sources of financing (banks or individuals).

## **11.1 First: Pre-Operating Expenses:**

- Expenses of studies related to the project.
- Registration and licensing expenses.
- Costs of experiments and start-ups.
- Benefits of the construction period.
- Pre-employment wages.
- Transportation and travel costs before operation.
- Introductory advertising campaign.
- Temporary constructions.
- Other expenses.

Capital Invested . Production Lines			Total	
	NO.	Expected Price	(000.LE)	(000.USD)
<b>Production Lines &amp; Equipment</b>				
Injection Machine -120ton	4	100	400	21
Injection Machine -80ton	2	80	160	8
Injection molds	12	80	960	49
Ink jet printing machine	2	80	160	8
Testing Machine	2	5	10	1
packaging machine (Pouch sealer )	2	5	10	1
<b>General machine &amp; Equipment</b>				
Air Compressor - 35HP	1	100	100	5
Cooling Chillier - 55HP	1	150	150	8
Crane for moulds moving	2	15	30	2
Crusher 10 HP	1	25	25	1
Labs	1	60	60	3
CE & ISO 9001	1	150	150	8
Sandwich Panel . paints	1	300	300	15
Furniture , Decorations & .....	1	200	200	10
Electricity works ,cables ,Filters	1	500	500	26
Software & Hardware	1	80	80	4
Others	1	100	100	5
<b>Sub - TOTAL</b>			<b>3,395</b>	<b>174</b>
<b>Working Capital</b>				
Cost of Good sold - 4M	4	200	800	41
G&A Expenses and other - 3M	3	33	99	5
<b>Sub - TOTAL</b>			<b>899</b>	<b>46</b>
<b>Grand - TOTAL</b>			<b>4,294</b>	<b>220</b>

## 11.2 Second: Fixed Assets:

### Analysis of Assets

Description	(LE'000)		
	QTY	Price	TOTAL
<b>Cars Expenses</b>			
Van	2	20	40
Cars	2	15	30
	<b>4</b>	<b>35</b>	<b>70</b>
Cash Deposit - 25%			<b>18</b>
Rest amount			<b>53</b>
	Rate	Years	Total
Murabha	9%	5	<b>76</b>
<b>Monthly Installment</b>	~	~	<b>1.27</b>

Description	(LE'000)		
	QTY	Price	TOTAL
<b>Equipments and Machines</b>			
Production Line	1	3,395	3,395
Furniture & Decoration	1	200	200
Computers , Hardware & A/C	1	80	80
	<b>3</b>	<b>3,675</b>	<b>3,675</b>

	Annual Rate	
Depreciation of Equipments & Tools	10%	340
Depreciation of Furniture & Decorations	15%	30
Depreciation of Computers & H/W	15%	12
Depreciation of Cars	15%	11
<b>TOTAL Annual Depreciation</b>		<b>393</b>

## 11.3 Third: Working Capital:

Working capital consists of:

- **Inventory.**
- **Liquid cash that is sufficient to meet cash expenses, for example:**
  - **Wages**
  - **Administrative and marketing expenses, and others, such as expenses of electricity and water consumption, maintenance, transportation, transportation, etc., it is taken into account that commodity stock is not formed during the first years (construction) because there is no need to store without need, and the appropriate time to form commodity stock is a few months on the start of operation.**

<b>Working Capital</b>				
Cost of Good sold - 4M	<b>4</b>	<b>200</b>	<b>800</b>	<b>41</b>
G&A Expenses and other - 3M	<b>3</b>	<b>33</b>	<b>99</b>	<b>5</b>
<b>Sub - TOTAL</b>			<b>899</b>	<b>46</b>

### 11.3.1 Income Statement

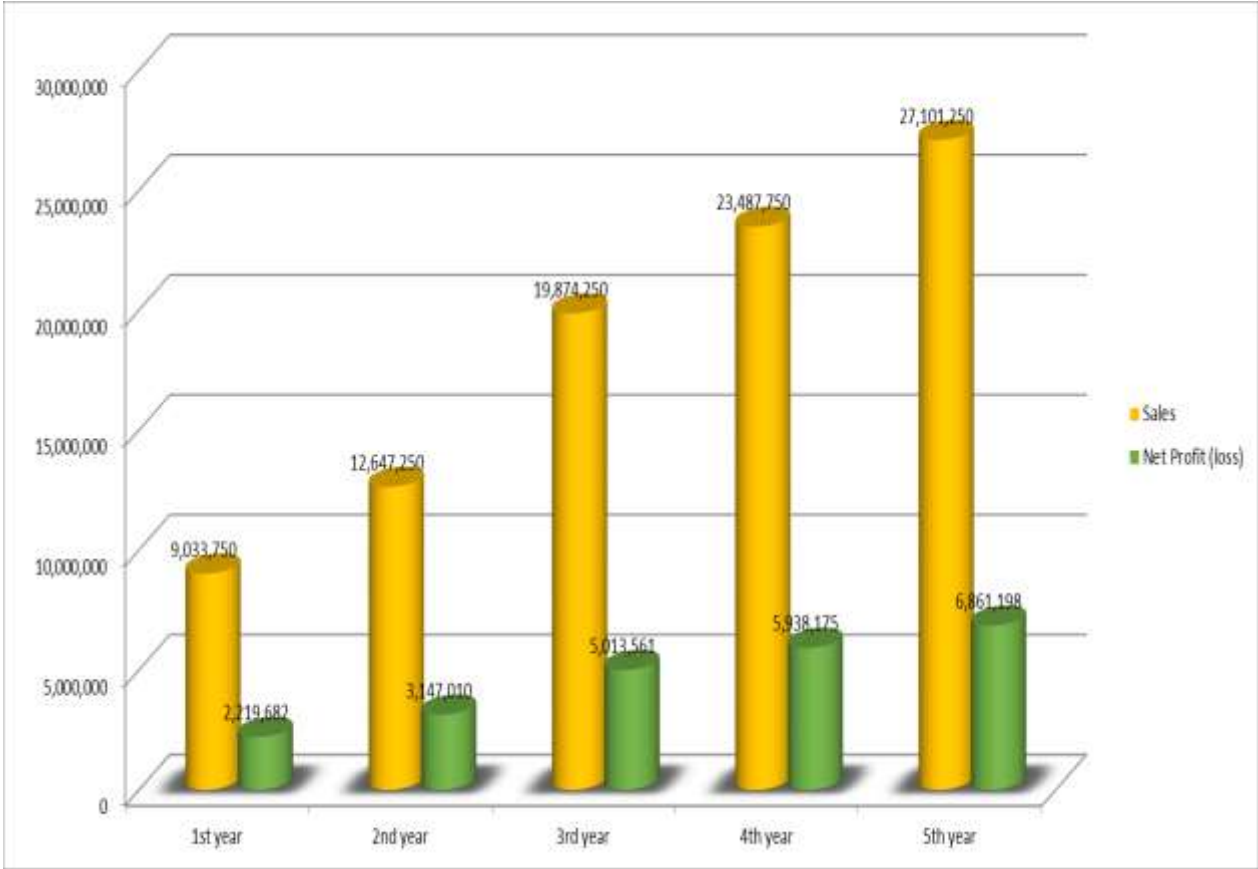
#### Projection Income Statement

(LE'000)	1st year	2nd year	3rd year	4th year	5th year
Sales	9,033,750	12,647,250	19,874,250	23,487,750	27,101,250
Cost of Goods	6,682,500-	9,355,500-	14,701,500-	17,374,500-	20,047,500-
<b>Gross Income</b>	<b>2,351,250</b>	<b>3,291,750</b>	<b>5,172,750</b>	<b>6,113,250</b>	<b>7,053,750</b>
	26%	26%	26%	26%	26%
General & administrative expenses	(131,536)	(144,683)	(159,140)	(175,031)	(192,514)
Depreciation	(27)	(45)	(38)	(32)	(27)
Finance Charges	(6)	(12)	(12)	(12)	(12)
	<b>(131,568)</b>	<b>(144,740)</b>	<b>(159,189)</b>	<b>(175,075)</b>	<b>(192,552)</b>
<b>Net Profit (loss)</b>	<b>2,219,682</b>	<b>3,147,010</b>	<b>5,013,561</b>	<b>5,938,175</b>	<b>6,861,198</b>
<b>EBITDA</b>	<b>2,219,708</b>	<b>3,147,055</b>	<b>5,013,598</b>	<b>5,938,207</b>	<b>6,861,224</b>
	25%	25%	25%	25%	25%

<b>GROWTH</b>	1st year	2nd year	3rd year	4th year	5th year
Sales	0	40%	57%	18%	15%
Cost of Goods	0	40%	57%	18%	15%
Gross Income	0	40%	57%	18%	15%
General & administrative expenses	0	10%	10%	10%	10%
Depreciation	0	68%	(16%)	(16%)	(16%)
Finance Charges	0	100%	0%	0%	0%
<b>Profit</b>	<b>0</b>	<b>42%</b>	<b>59%</b>	<b>18%</b>	<b>16%</b>
Net Profit (loss)		<b>42%</b>	<b>59%</b>	<b>18%</b>	<b>16%</b>

<b>MARGINS</b>	1st year	2nd year	3rd year	4th year	5th year
Sales	100%	100%	100%	100%	100%
Cost of Goods	(74%)	(74%)	(74%)	(74%)	(74%)
Gross Income	26%	26%	26%	26%	26%
General & administrative expenses	(1%)	(1%)	(1%)	(1%)	(1%)
Depreciation	(0%)	(0%)	(0%)	(0%)	(0%)
Finance Charges	(0%)	(0%)	(0%)	(0%)	(0%)
<b>Profit / Sales</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>
Net Profit (loss)	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>	<b>25%</b>

11.3.1.1 Calculation of costs and profits



## 12 Financing feasibility study

### 12.1 MSManage funding for the legislator

The project is financed by

- Founding Shareholders Funds

Financing through Ben and K can be used as partnership financing

- Returns and gains from the project
- Which represents the temporary operation of the basic machinery of others (injection)
- Project life and brand added value
- With the establishment of the project and the operation of others, the project gives the ability to gain legal form and financing confidence from banks, which facilitates access to financing, as most banks require the passage of more than two years since the establishment of the project

## 13 Environmental feasibility study

### 13.1 Impact of the project on the environment

The project supports the environment in several axes as it does not leave exhaust during operation

It also supports modern methods in reducing infection, reducing heat emission, reducing air and soil pollution through the use of clean energy and managing most machines with compressed air.

- **Main components of the project:** two main sectors:

#### i. Production sector consists of two phases

1. Internal injection stage
2. Assembly stage

## II. Administrative Sector

- **Public water sources are used**
- **Consumption rate (m<sup>3</sup>/day):**

**i. Individuals The average consumption of individuals is 5 liters of water per person per day**

## II. Equipment

- 1. Injection machines are cooled through a closed cycle that is changed every 3 months (2 cubic meters)**
  - 2. Pneumatic assembly area**
  - 3. Central air conditioning devices are cooled through a closed cycle of refrigerants that consume 2 cubic meters every 3 months**
- **Type and sources of fuel: Electricity**
  - **Consumption rate 400 kW / h**
  - **Expected employment: 20 people**

### 13.1.1 Air pollutants:

There are no pollutants resulting from operation, as all machines are powered by clean energy

### 13.1.2 Effluents:

**Sanitation:** Sanitation for individuals only BD rainage rate: ( .2 0 ) m<sup>3</sup> / day

How to get rid of: Public network

**Industrial drainage:** No industrial drainage

Methods of disposal of drainage:  on the municipal network directly  is collected in a tank without treatment and is swept away

### **13.1.3 Solid and hazardous waste:**

The main idea of production is based on the use of equipment that is wasteless in raw materials, which approaches plastic waste, i.e. zero and only small quantities of them accumulate recyclable.

- Working Environment

The work environment for production is a clean environment that is controlled in accordance with international quality systems by following the temperature and humidity within the entire work environment

## **14 Social feasibility studies**

The project supports the community relatively where

- It provides job opportunities.
- Reduces unemployment.
- Contribute to maintaining health and not spreading the environment and viruses. As a result of providing a safe product.

## **15 Economic feasibility study**

The economy is positively affected by the establishment of new factories, as this leads to a rise in the national product and a revival in the market movement as a result of the entry of new workers, followed by a demand for purchases and meeting the needs and savings or investment. The project also supports the increase of the state's foreign exchange reserves by reducing imported product and external export.

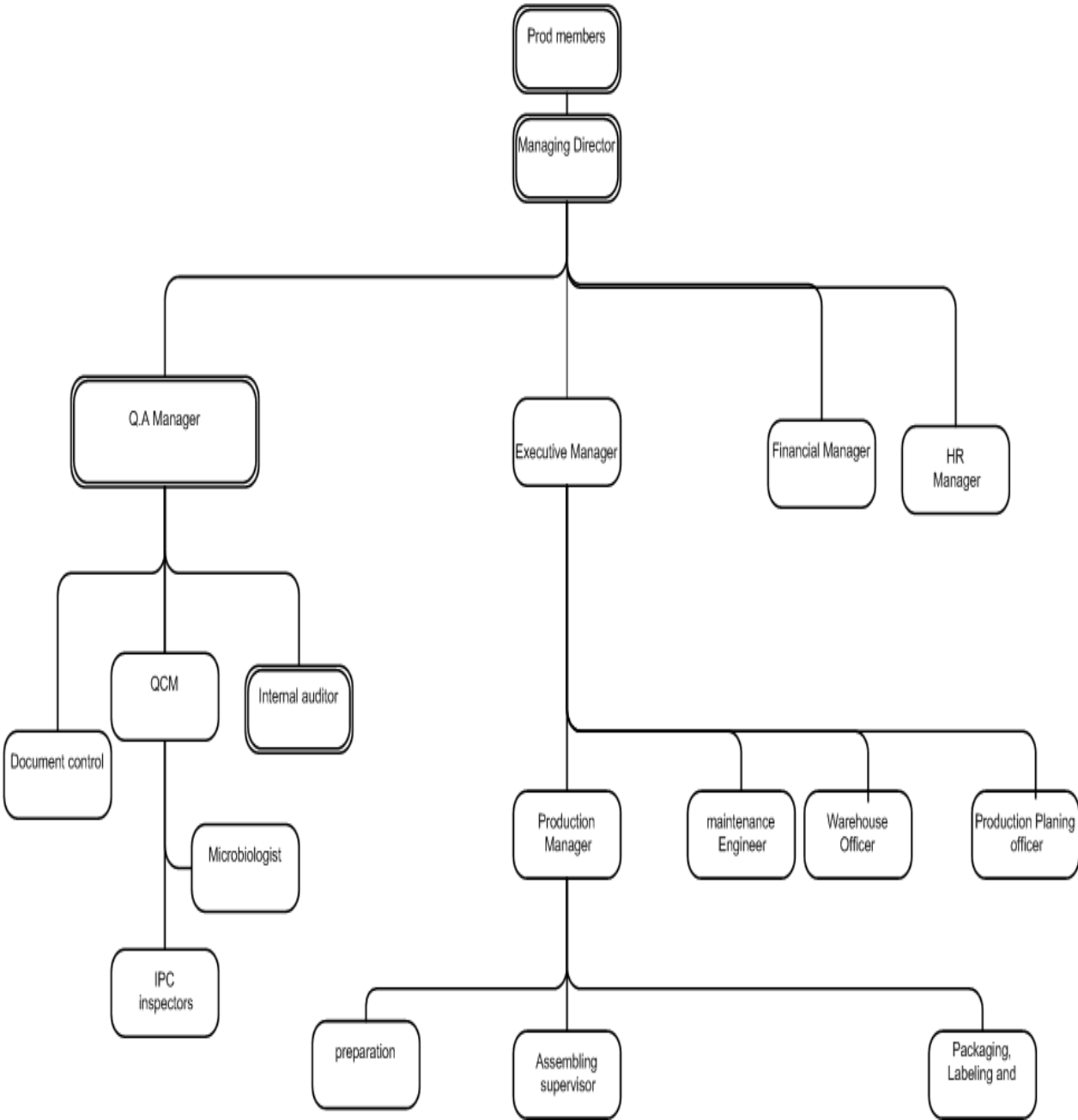
# 16 Human Resources

## 16.1 Functional Assignment

The human needs of the project are as follows

M	Function	Number	Suggested salary	Total	Reviews
1	Executive Director	1	309	309.28	
2	Production Manager	1	103	103.09	
3	Customer Service	1	62	61.86	
4	Salesperson	2	62	123.71	In addition to a collection commission
5	Quality Control Manager	1	103	103.09	
6	Quality Control	3	62	185.57	
7	Planning and follow-up production	1	62	61.86	
8	Injection Supervisor	1	62	61.86	
9	Injection Technician	3	25	74.23	
10	Blood Tube Assembly Technician	5	25	123.71	
11	Industrial Maintenance and Security Technician	1	52	51.55	
12	accountant	1	103	103.09	
13	Purchasing Representative	1	62	61.86	
14	Treasurer	1	62	61.86	
15	Storekeeper	1	62	61.86	
16	Warehouse worker	1	25	24.74	
17	HR Specialist	1	62	61.86	
18	Security personnel	3	25	74.23	
19	Cafeteria and cleaner	2	25	49.48	
	Total	1,758.76			

### 16.2 Functional structure



## 16.3 General Internal Regulations

### 16.3.1 I. General Rules

1) This regulation applies to all employees of the factory and those who meet the justifications for appointment and who have been insured by the National Organization for Social Insurance (Fund for workers in the public and private business sector).

The probationary period prescribed for the worker is three months from the date of receiving the work, after which it is decided whether to continue working or not, according to the employee's competency report from the direct supervisor.

These rules do not apply to temporary or seasonal contract workers.

The competency report is written periodically annually and semi-annually, or upon promotion to a higher position or transfer from one department or job to another.

The scores of competence in the report are:

Excellent 90 and above \* Very good from 75 to 89 \* Good from 65 to 74

6) The employee's employment contract is not renewed if he obtains a grade less than good for new employees (65 degrees).

7) The factory may make transfers between workers from one department to another according to the need of work and the capabilities of the worker.

8) The employee or worker may be assigned to any work other than the work assigned to him if the need for work so requires, and he may not object to that.

9) The wage or basic salary registered in the employment contract does not include transportation fees, lunch, housing compensation and clothing.

10) The employment contract is the basis for the contract and the worker must abide by what was stated in the employment contract and the factory has the right to terminate the contract at any time if the worker violates any of the conditions of work or caused serious damage to the factory.

### 16.3.2 Second: Appointments

#### 16.3.2.1 How to select employees:

Several conditions and rules have been set for the selection of competencies from the labor that can achieve the desired goal - and they are carried out according to the following system:

1) Each section determines the vacant jobs according to the organizational structure of the factory, and determines the scientific studies and the type and duration of experience to be available in the occupant of each job and notify the Human Resources Department of that.

2) The Human Resources Department selects the appropriate worker for the job by one of the following means:

\* Search in the applications saved in the department before and submitted by those wishing to work.

\* Contact current trusted workers to nominate the right worker through friends or relatives.

\* Advertising jobs in daily newspapers (in the event that it is not possible to nominate a suitable worker through the previous means) and applications are examined to choose the right people for the job.

3) The persons nominated for the job are notified (by phone) to come to the company's headquarters for a personal interview and consider his application.

4) An initial personal interview is conducted for the selected job seekers by the Director of Human Resources to ensure the validity of the data contained in the application and the personal and social circumstances of each of them, and the result is recorded in the relevant form.

5) The selected are transferred to the head of the department applicant for a personal interview and the selection of the candidate for the required profession and the extent of his suitability to work according to the conditions previously requested.

6) Candidates are returned to personnel affairs after recording the recommendations of the head of the department in the part allocated to him to apply for the job.

If the applicant passes the test and is nominated to work by the head of the department applicant for the job.

7) The Department of Personnel Affairs begins to finish the procedures for appointing the employee and complete the appointment papers shown in the form and set a date for receiving the work.

If the applicant does not pass the test and it is recommended that he is not valid by the head of the department - he shall be notified of this.

### **16.3.2.2 Regulations for joining the company**

Employment contract

The preparation of employment contracts is carried out by the legal advisor of the company in cooperation with the Human Resources Department to ensure their compliance with the Labor Law. The contract is made in Arabic and attached to the job description card to clarify the tasks required of the contractor..

Both the employee and the general manager sign the last page of the employment contract and copies of the contract are distributed as follows: a copy for the employee, a copy for the social insurance office, and the original remains in the employee's file in the company.

All employees of the company work on fixed-term employment contracts classified according to the following:

#### Full-time contracts

Full-time employees are those who work 48 hours or more, during six days from Saturday to Thursday from nine in the morning to five in the evening. The Director General has the right to adopt flexible work schedules for workers with special circumstances, provided that the worker commits to work for 48 hours. Full-time workers are entitled to all benefits and bonuses provided by the company..

Temporary appointments :

The factory management may use some workers to accomplish some important or urgent work, and they are appointed temporarily for specific periods for a wage for the duration of the work and this wage is estimated according to the quality of the work required and the period prescribed for it and these workers are not entitled to any rights other than the wage for this work, and an agreement is signed between the worker and the factory management clarifies that .

(Personnel Files )

1) A service file is made for each worker and is registered in the company's records with a fixed number that is dealt with throughout the period of his service; :

Original copy of birth certificate.

Original copy of academic qualification .

Original copy of the certificate of position on conscription (for males) .

2 copies of the national ID or passport.

Original certificate of registration in the work books (work stub) .

The original criminal status sheet (criminal fish).

Insurance position (Form S6 in case of resignation from a previous job) - or extracting an insurance number from the nearest insurance office.

(4) recent personal photos size 4 x 6.

Disclaimer from the company he previously worked for, if any.

Any additional certificates.

All medical certificates and medical reports .

Medical examination form from the nearest government hospital. ( Health Insurance ) .

The Human Resources and Administrative Affairs Officer shall maintain this file and ensure that all its attachments are completed within a maximum of 15 days from the date of appointment, and the employee must inform the Human Resources Department immediately in the event of any change in the address, phone number or marital status..

The worker is subject to a two-day qualifying period, and the worker is trained on the following :

Introducing the sections of the factory and its organizational structure. ( Human Resources Department )

Introducing the regulations and systems in force in the company. ( Human Resources Department )

Duties and rights of employees. ( Human Resources Department )

Quality policy and how to apply it. ( Quality Department )

Public health training. ( Department of Occupational Safety and Health )

Instructions for entry, exit and dealing with the sterile area. ( Quality Department )

Instructions for entering clean areas and stores. (Quality Department)

( This training is recorded in the employee's training record form )

After the end of the qualification period, the worker begins to practice his work - and is subject to a probationary period of three months. .

Probationary period and orientation of new recruits

In order to ensure that the individuals who join it possess the basic skills and competencies necessary to perform the tasks assigned to them, the company follows the following::

The new appointees are subject to a probationary period to determine the extent of their suitability to fill the positions nominated for them, provided that the probationary period is 3 months from the beginning of receiving the work and at the end of the probationary period the administration in which the worker was tested shall submit a probationary period evaluation report to the Department of Human Resources and Administrative Affairs and the report shall be approved by the Director General.

In the event that the new appointees pass the probationary period successfully, they are confirmed under the contract for a period of one year, provided that the contract starts from the date of receipt of the work.

**16.3.2.3 Workflow controls**

Working Hours

The following table shows the official working days and hours followed within the company that all employees must adhere to:

	FROM	TO
WORKING DAYS	MONDAY	FRIDAY
WORKING HOURS	8:00 AM	5:00 PM
WEEK END	SATURDAY	SUNDAY

The employee is entitled to a rest period (45 minutes) per day interspersed with working hours according to the internal coordination of work .

In the event that employees are late for official working hours or obtain an exit permit during work, the following rules must be followed in the list of permits and delays.

**First: Permission List .**

The employee must not stay away from the workplace, and in the event that he has to leave the company's site during official working hours, he is authorized to leave, and there

must be a way to reach him, and he must inform his direct manager of his whereabouts and the date of his return..

No employee may stop or leave work without a special permit from his direct supervisor and the approval of the human resources on the permit in writing .

Workers are allowed to make an exit permit after one o'clock in the afternoon, and this time is deducted from the worker's comprehensive wage. .

In the event that the exit permit is repeated and the total number of hours exceeds four hours, 3% of the value of the monthly incentives will be deducted.

In the event that the monthly permits exceed eight hours, the worker will be deducted 5% of the value of the monthly incentives .

In the event that the worker obtains this permit due to health conditions, the hourly wage shall be deducted from the worker only .

In the event that the worker obtains an exit permit during work, the permission is deducted from (basic salary + social allowance + production incentive)

## **II. Delay Regulation .**

Daily working hours are from Eight in the morning until five in the evening.

In the event that the employee attends after half past nine o'clock until ten in the morning, an hour's wage shall be deducted from the salary; and in the case of the attendance of employees (residents of the tenth of Ramadan City) after exactly nine o'clock until ten in the morning, an hour's wage shall be deducted from the salary. .

In the event that the employee attends after ten o'clock until eleven o'clock in the morning, two hours of wage shall be deducted from the salary for each hour of delay (number of hours of delay x 2)

In case the employee attends after eleven o'clock, half a day is deducted from the salary .

In the event that the employee does not show up until twelve o'clock in the afternoon, the day of absence is counted .

In the event that the worker is late for the official working hours and this delay is repeated and the number of hours of delay reaches eight hours per month, 5% of the monthly incentive difference will be deducted. .

Delay from official working hours is calculated in the calculation of salaries based on (basic salary + social allowance)

## Performance Management and Appraisal System Policies

The performance of employees is evaluated as follows:

Monthly evaluation: A simplified evaluation is done semi-annually to calculate the variable part of the wage (excellence incentive) .

Annual evaluation: An annual official evaluation is made on the basis of which salary increases, promotions, transfer decisions, penalties and termination of service are determined..

Responsible for the performance appraisal system

The Human Resources Department is responsible for preparing and delivering an introductory lecture on the system, distributing the forms used in the system, following up on the employees' commitment to the specified timings for performance evaluation, as well as collecting, analyzing and approving the results from the Executive Director.

Performance appraisal is the responsibility of line managers.

The evaluation session is carried out between the direct manager and the employee, with the performance evaluation form attached and the reasons for the employee obtaining this evaluation..

4 . The heads of departments make a periodic performance evaluation for all their employees - by filling out a form for this purpose

### **16.3.3 Third: Salaries, wages and incentives**

The wage system depends on granting the worker a wage for 30 working days at a rate of 8 hours per day, and the wage is determined based on the job, regardless of the qualification obtained. .

Experience can be added at a rate of 10% for each year of experience with a maximum of 5 years to the basic salary, provided that the worker submits what benefits his experience and in the field of the job assigned to it, and these rules can be excluded for some distinguished workers or those with experience and high efficiency .

2) pay salaries and wages to all workers at the beginning of each month Gregorian - for the number of working hours during the past month and calculated days of weekly rest days paid work if not interspersed leave without pay .

3) Deduct from the employees the value of the worker's share of social insurance in accordance with the regulations and rules in force .

4) Work gain tax shall be deducted from employees in accordance with the law .

5) The basic salary is the salary registered with the competent social insurance, and the worker is granted compensation for transportation, housing, lunch and clothing allowance, and these compensations are added to the monthly entitlements of the worker .

Production incentives, annual profits and incentive bonuses :

The factory management grants production incentives to new employees from the beginning of the first month of appointment, according to the percentage determined for all employees of the company, under the calculation of the value of the monthly incentives determined according to the volume of sales and these incentives are added to the monthly salaries determined for workers and these incentives change every three calendar months according to the sales that have actually been achieved. Direct in return for an unusual work or effort or the worker doing any work that caused an increase in production or a profit for the factory or the development of any of the tools or the quality of the product .

Periodic and exceptional bonuses :

All employees whose contracts are renewed are granted an annual bonus ranging from 7 to 10% and paid as of the date of renewal of the contract, and added to the basic salary calculated by the hourly wage, and the value of the allowance may be increased for some distinguished workers in accordance with the decision of the factory management .

The value of the bonus is estimated according to the periodic efficiency report written by the head of the department or department. -

and in the following proportions :

14% if he gets 96% or more .

12% if he gets a percentage from 91% to 95 % .

10% if he gets a percentage from 81% to 90 % .

8% if he gets a percentage from 71% to 80 % .

7%, which is the minimum annual bonus if he gets a grade of less than 70 %

Personnel advances :

The company's management contributes to assisting employees in some exceptional cases by granting them advances in accordance with the following rules: :

The advance is granted in the following cases: :

- \* Worker marriage cases .
- \* Major surgeries for the worker himself, wife or one of the children .
- \* Cases of disasters or accidents that occur to the worker or a member of his family of the first degree .

The value of the advance is two months' salary plus monthly incentives .

The advance is paid in monthly installments with a maximum of ten installments, and the installment is within a quarter of the salary and incentives .

In all cases, the worker must bring another person as a guarantor to pay the advance - as in the event that it is not possible

The worker in payment or leaving work - the guarantor shall bear the payment of the advance .

### **16.3.3.1 Fourth: Vacations**

The Human Resources and Administrative Affairs Department is responsible for organizing and calculating vacations for employees, and department managers have the right to approve and sign leave requests after reviewing the Human Resources and Administrative Affairs Department. In the event of a dispute between the Director of the concerned department and the Human Resources and Administrative Affairs Department regarding the approval of the leave request, the matter shall be submitted to the Director General to issue the appropriate decision..

**Job Description Form**

**I. Relationship with other functions**

<b>Job Title</b>	
<b>The main purpose of the job</b>	
<b>Category</b>	
<b>Job Organizational Location</b>	
<b>Responsible for the job</b>	
<b>Relationship with other functions</b>	
Responsibilities (supervisory and non-supervisory)	
Liability for errors	
Limits of Powers	
Working conditions	
Tools, machines and devices	
Career	
Promotion Conditions	

**Second: Information on the duties and responsibilities of the job:**

Duties and responsibilities	
Performance Indicators	

**Job Specification Card ()**

Mental skills – administrative and social skills – physical skills
Contribute to the development and follow-up of the implementation of the university's strategic development plan in order to achieve the university's objectives and review them periodically .
Contribute to the preparation and follow-up of the executive plan for the various deanships, departments and centers at the university.
Conducting studies and research related to the academic and administrative process in a way that contributes to the development of strategic visions or the development or modernization of systems and policies .  Participate in the preparation of the draft university budget .
Participate in the development of systems and policies and study the implications of their application  Participation in workshops, committees or conferences specialized in the field of planning and higher education studies .
Preparing follow-up reports and annual report and contributing to the preparation of the university's yearbook.

**Personal Specifications Card ()**

Qualification	
Experience	
Physical composition	
Interests and inclinations	
Temperament and manners	
Special Abilities	

**16.4 Models to use**

List of Sanctions and Penalties Request for leave
Request for New Employees Employee salary progression record
Employee work efficiency report for the period from // to // . Daily hygiene review schedule outside production areas
Job Request Employee Employment Form Overtime
Acknowledgment of receipt of a resignation work
Employee job data attendance and departure statement of the corresponding day management / / .
Record of employee vacations statement of the movement of vacations and absence of employees for the month of one year .
Employee Sanctions Record Employee Employment Form Overtime
Employment contract resignation
Request for leave attendance and departure statement of the administration of the corresponding day / / .
Record of the salary gradation of an employee Statement of the movement of vacations and absence of employees for the month of one year .
Daily hygiene review schedule outside production areas