



Apex Global Services & Trading - International

APEX CONSULTANT AND TECHNICAL SERVICES Division

A C T S

Apex Global Services & Trading - International and its **Apex Consultant & Technical Services division { ACTS }** main office is based in Cyprus, the with good business contacts in Greece and other European Cities. **ApexGst/ACTS** has an enviable reputation for competitiveness, quick deliveries and an excellent quality of service. For more information about our services and contacts please visit our web site Apex Global Services ([HTTP//WWW.ApexGst.com](http://www.ApexGst.com)) or call one of our listed numbers.

ApexGst/ACTS Board of Directors and executive staff members were selected for their very wide experience and high levels of expertise and education.

The expertise within **ApexGst/ACTS** is such that we are able to offer a quality service and total capability, ranging from Preliminary consultative Studies to a detailed Engineering Design, Project Management, Construction Supervision, Maintenance Operations and on-the-job Training of personnel.

ENGINEERING ACTIVITIES

ApexGst/ACTS has at its disposal an excellent engineering and design capability for all disciplines relevant to the industrial activities and technical project development skills. Furthermore, services for Civil Works, Architecture, Mechanics, Electric, Electronics, Oil and Gas Industries, Process Design, Automated Control Systems, Electronic Document Archiving (EDA) and Information Technology and Management.

All are available for our clients in both general-purpose package and custom-built designs. Other related service such as general investigative trouble-shooting, upgrading of existing plant and facilities for possible improvement to meet International safety standards and/or to meet requirements are also available either from ACTS direct or by utilization of one or more of the other ACTS-Group associated sister companies.

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ApexGst/ACTS maintains very close liaison with local and overseas Institutes of Higher Education. Quality Control, Testing and Proving. use of this Advanced Technology and Facilities at these Institutions are always readily accessible to **ApexGst/ACTS** clients upon request.

PROJECT MANAGEMENT

ApexGst/ACTS undertakes all minor or major projects whether they are construction projects from grass roots or upgrading. We do all required; Preliminary Studies (usually free of charge) , Detailed Engineering, Bill of Material, Start-up and Commissioning.

Production of Operators' Manuals, Work Instructions (WI) and manuals for Major Overhauls, General Maintenance, Preventive Maintenance, Repair Programs and Project Document Packages are always handed over to our client upon the completion of the project. All this is presented with a high level of management skills for total successfulness. ACTS can offer to its clients a complete project package from feasibility Studies, Cost Estimations, Cost Control, materials listings and Project Management, including daily/weekly/monthly achievements/ implementation reports designed for maximum control to suit every client/project individual specific requirements and circumstances.

ApexGst/ACTS uses Precedence Logic Sequences (PLS) to determine project time analysis and critical activities in order to optimize resources and maintain project control. This to comply with our believe that Expert Planning coupled with an effectively designed Reporting Procedure and close monitoring of Project Implementation are long proven methods of optimization on all aspects of project execution.

Any project handled by **ApexGst/ACTS** group. The client will receive, complete "Preventive Maintenance System" package. Such Package(s) is always, designed to meet our client requirement, incorporated in an "Automated Preventive Maintenance" (APM) program package for all routine daily work, daily, weekly, monthly and yearly reports and a complete long term plan (5 years) for Minor/Major maintenance/overhauls preventive maintenance schedules and programs.



INSPECTION AND TECHNICAL SUPPORT

ApexGst/ACTS also provides, complete plant inspection, diagnosis, and fault finding services on request. ACTS highly experienced personnel using the most advanced methods can fully cover client's requirement in all aspects of modern construction, building facilities, General Systems, Office Systems, Information Management (IM), Electronic Document Management (EDM) and Static Equipment. Also in the field of Instrumentation and other specialized Gas & Oil Production Operations machinery and devices upon request.

ApexGst/ACTS uses all (ISO-9000-approved) International Standards and Specifications for Measurement and Calibration. In addition, these Standards are continuously updated through international institutions.

ApexGst/ACTS also offers potential clients technical support in all engineering disciplines relevant City planning, Building Architecture, Construction and to all other industry concerned. The excellent services of our engineers, technicians and specialists are always readily available for dispatch to clients' site and such services can be offered on a consultant basis or as a straight supplementary specialized manpower of type service. Specialized requirements in part or in whole that are not of **ApexGst/ACTS** scope and other related works can also be obtained from other experienced and well-known firms through **ApexGst/ACTS**.

PLANNING CONCEPT

ApexGst/ACTS believe that, the planning concept is the most important factor for the successful completion of any major work. ACTS employee planning into any work situation which has a call on company reserves for maximum benefits.

ApexGst/ACTS planning firmly covers:

Project Definition and Outlines.

Statement of Problem and Alternatives Considered.

Preliminary Engineering

Existing vs. Recommended Facilities Comparison Chart.

As "to be" Built Design Engineering.

Detailed engineering and Technical Specifications.

Project Management Organization Chart.

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Level of Reporting and Control.
Scheduling and time tables.
Bill of Material and Deliveries.
Equipment, tools and utilities required for execution.
Detailed cost Analysis and Benefits.
Exceptions and stipulated conditions.
Contract preparation and Award.(Bio or Multi Lingual)
Startup and Commissioning Procedures
Operations and Operator's Manuals.
Drawings and Technical Documentation.
On-Job-Training Operations
On-Job-Training Maintenance.
After Completion Required Services.

PERSONNEL & WORK-PERFORMANCE

The success of any venture is proof of capability and maintaining good client relationship through providing high quality services. This has always been the basic philosophy on which **ApexGst/ACTS** has been established. Everyone within our firm group complies with this basis in all areas of individual functional responsibility and among other work colleagues.

We consider the recruitment of suitable personnel to meet our client's requirement is a must for continuing good **ApexGst-Client's** relationship.

ApexGst/ACTS persistently applies the magic Quadrant (EECP) rules for success " Education, Experience, Confidence, and Professional " for the selection of suitable personnel from project management to skilled craft laborer.

ApexGst/ACTS always determines the overall management and supervisory organization after the detailed analysis of each specified work contracted. Each individual project organization is tailored to meet the client's situation. However; initial onsite management is usually kept minimal, for maximum cost savings, and until manpower levels are optimized.

ApexGst/ACTS management and supervisory grades are customized to include the minimum disciplines in various organizational structures to maintain minimum cost and is dependent on type of contract and final mutual agreement with the client.

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However, generally it consists as a minimum the following Manpower:

Project Manager	Planning & Cost Controllers
Administrative personnel	Material Specialist (as required)
Area Superintendent	Engineer/Specialist (as required).

These personnel will primarily carry out an administrative function in their respective fields. Their main objective is the mutual satisfactory completion of the work. The skilled craftsmen supplied by any Contractor for any project depending again on the type of work contracted usually forms about 70% of the total workforce utilized. This work force usually includes, as required, but not be limited to: -

Engineers	Specialists
Working foremen	Pipe-fitters
Instrument technicians	Electrical & electronic technicians
Automation Specialists	Computer programmers
Fabricators Forman	Welders
Carpenters	Machinists (as required)

ApexGst/ACTS Information Technology (IT) GROUP

Information Technology & Information Management experts with Specialist in Electronic Document Management (**EDM**) are always made part of the project team for proper Project Management, and Final Document project Hand-Over

FINAL COMMENTS

The whole basis of high quality has to be through the total spectrum of a situation. Consequently it has to start at square one and spiral upwards and not the reverse as is commonly assumed, hence quality must start with the people doing the most menial task, and this has always been the secret of **ApexGst Group SUCCESS.**