

THE DIRECTORY



**TRINITY INTERNATIONAL
SERVICES LIMITED**

serving the energy industry worldwide

INDEX



INTRODUCTION.....	3
WHO WE ARE.....	4
LOCAL CONTENT	5
OUR SERVICES.....	6
MAINTENANCE	7
Maintenance Management System	7
Building Maintenance.....	9
Plant, Equipment & Vehicle Maintenance	10
Asset Inventory.....	11
Building Management Systems	11
Grounds Maintenance.....	11
UTILITIES MANAGEMENT	12
ENVIRONMENTAL SERVICES	13
Pest Control.....	13
Waste Management.....	14
SUPPLY CHAIN MANAGEMENT	15
Specification.....	16
Goods Inward and Storage	17
Logistics & Transportation.....	17
RESTAURANT SERVICES	18
Food Production & Service	18
HOTEL SERVICES	22
Cleaning.....	22
Reception Desk Services	22



INDEX

JANITORIAL & SECURITY SERVICES	23
Cleaning.....	23
Security.....	23
ADDITIONAL SERVICES	24
Leisure Facilities	24
Medical Services	24
ADMINISTRATION SERVICES.....	25
Office Services	25
Conference & Event Management.....	25
PERSONNEL SUPPLY	26
DESIGN SERVICES.....	27

INTRODUCTION

Every day, all over the world, thousands of people working in the energy industry strive to ensure that the world's current and future energy needs are met. At Trinity we are not experts in hydrocarbons or alternative energy, but we are experts at looking after the people who are.

Trinity is committed to ensuring it offers service levels which are the best in the industry and which deliver consistency and value. There may be cheaper alternatives, but we do not believe that you will find another company which will work harder for you and achieve higher levels of customer satisfaction.

We know that what we do works and our clients are our best sales people. They spread the word enthusiastically and will be happy to give you a first hand account of their experience as a Trinity customer.

This brochure details our services portfolio and provides a broad introduction to Trinity's single point contact. We understand that every client has differing needs and will be pleased to meet to discuss your requirements.



WHO WE ARE



Trinity was founded in 1990 to provide catering and hotel services to offshore installations in the UK sector of the North Sea. Since its inception, Trinity has grown in a number of ways-augmenting its range of services, increasing its base of knowledge and expertise and expanding its operations into new geographical locations around the globe.

Trinity has earned its reputation for being the best in class, for delivering on its commitments and for standing by its principles.

Trinity forges strong relationships based upon trust and mutual understanding. Short termism is against Trinity's business philosophy and relationships are built to last the test of time.

In order to carry on growing, Trinity continues to expand its portfolio of services; never losing sight of its original goal of **'setting the standard for service and quality'**





LOCAL CONTENT

Whilst Trinity is an international company, having contracts globally in over 20 countries, we understand the merit in working with local resources and in particular with local people. When Trinity works long term in any country, our aim has always been to create a local management structure that understands the culture and requirements of our in country clients.

We understand the process of Joint Ventures, Partnerships and Collaborations and in any mature market, where the infrastructure is available to provide the support services, then a Joint Venture is an ideal arrangement for Trinity to provide its expert resource in supporting a local Joint Venture arrangement.



OUR SERVICES

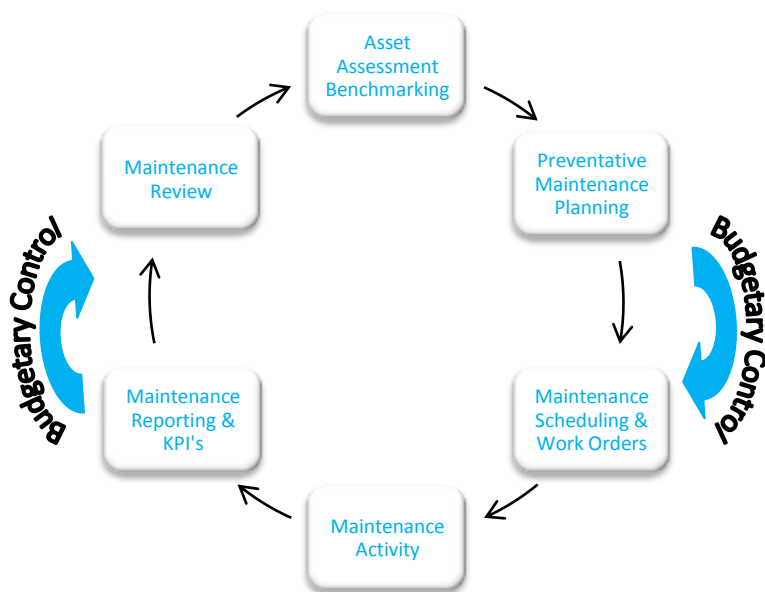


MAINTENANCE

Maintenance Management System

Ensuring that plant and equipment is operating at optimum levels reduces expensive and inconvenient breakdowns. A programme of planned, preventative maintenance is essential, and Trinity operates a computer aided system to control the maintenance programmes, which include both condition monitoring and life extending processes for each piece of plant or equipment.

MAINTENANCE MANAGEMENT CYCLE

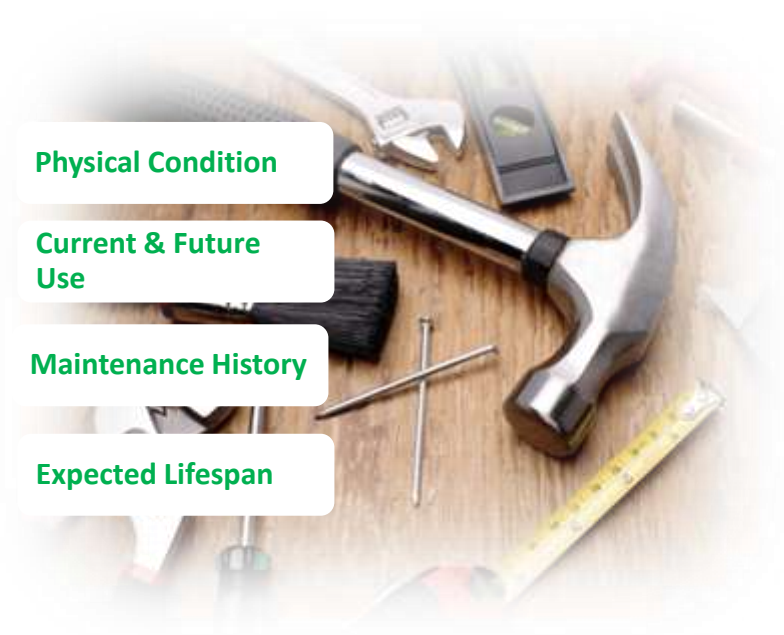


MAINTENANCE



Asset Assessment & Benchmarking

Asset assessment and benchmarking is carried out to gain a comprehensive, real time appraisal of plant or equipment, allowing the current situation to be benchmarked and to provide information for maintenance planning including:-



Physical Condition

Current & Future Use

Maintenance History

Expected Lifespan

Maintenance Planning

Maintenance planning is carried out using best practice methodology for ensuring an optimal regime of planned preventative inspection and maintenance which carefully balances the benefits of applied activity against the associated costs.

Maintenance Scheduling

Maintenance scheduling is meticulously executed to ensure that planned works cause minimum disruption to clients' operations and utilise resources with maximum efficiency.



MAINTENANCE

Maintenance Activity

Fully trained staff, with the required knowledge and skills, carry out effective and efficient work in compliance with standard operating procedures. Health and safety best practice, client interface techniques and site specific requirements are all incorporated to maximise quality output.

Maintenance Reporting

Providing up to the minute information on historical, current and planned activities.

Maintenance Review

Trinity utilises historical and current data monitoring to inform its maintenance decisions and to drive continuous improvement.

Building Maintenance

We understand that effective management of building assets is fundamental to asset longevity. Regular comprehensive inspection, coupled with planned preventative and prompt reactive maintenance, perpetuates an infrastructure which is in good structural, functional and aesthetic order.





Plant, Equipment & Vehicle Maintenance

In order to prevent expensive and inconvenient breakdown and downtime for plant, equipment and vehicles, Trinity operates a planned preventative maintenance schedule which provides a control system for:-



The optimal regime of maintenance and part availability and renewal is determined and implemented to deliver a significant reduction in failure risk and also to prolong the life of the plant, vehicles and equipment.

MAINTENANCE



Asset Inventory

Keeping track of assets is essential to the effective and efficient running of any department within an organisation. Trinity will maintain existing asset registers or create and maintain a register where there is not one in place.

Building Management Systems

Where present, Trinity will manage and maintain the BMS, ensuring optimal building efficiencies and ensuring continuous system cover.

Grounds Maintenance



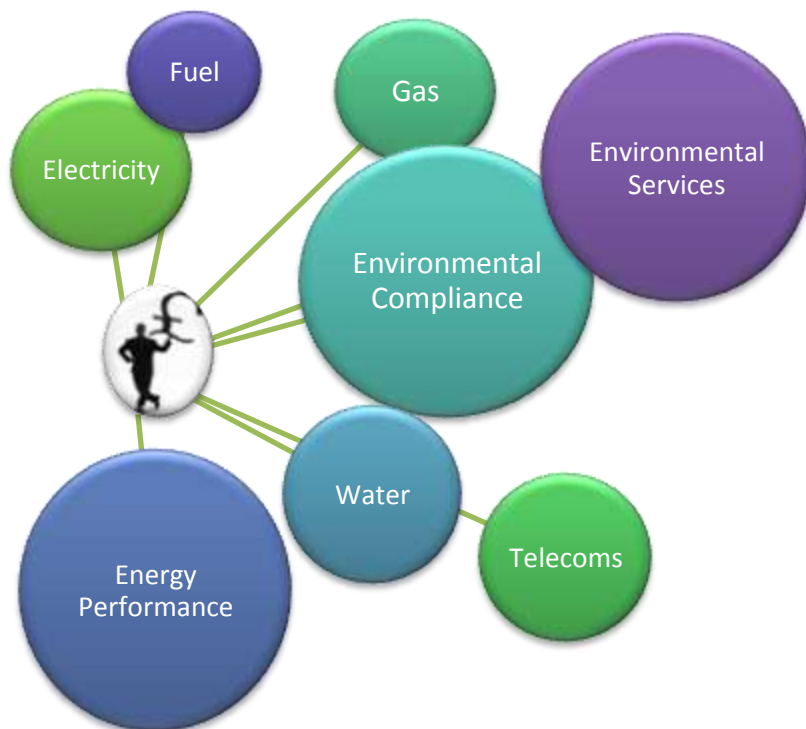
The impression your customers and stakeholders gain when they visit your premises can be enhanced significantly by well presented and maintained grounds. Trinity can ensure your grounds are always looking their best by providing the following services:-

- ▶ Garden & Lawn Care
- ▶ Garden Infrastructure & New Planting
- ▶ Car Park & Roadway Cleansing
- ▶ Path & Road Repairs
- ▶ Adverse Weather - Road, Car Park & Pathway Treatment
- ▶ Car Park Vehicle Management

UTILITIES MANAGEMENT



Do you currently have a specialist consultant analysing the way in which you use and pay for your utilities? Trinity works with a multi-disciplinary, independent consultancy company, specialising in energy, water and communication systems, committed to minimising your utility expenditure and maximising your compliance with environmental best practice.





Pest Control

Pests within an industrial environment are problematic, with their propensity to jeopardise the integrity of buildings, plant and equipment, create public health risk and cause unsightly effects upon building and grounds aesthetics.

We work hard to keep buildings free from pest infestation by implementing comprehensive programmes of:



In cases of infestation, we use approved contractors to provide effective and efficient pest control treatments. We manage the process to ensure that this activity is compliant with health safety and environmental requirements and site specific arrangements.

ENVIRONMENTAL SERVICES



Waste Management

Managing waste is an increasingly important part of our clients' environmental commitments, as well as being an essential element in maintaining a safe working environment.

We can install segregation systems and waste management equipment and operate existing systems for the management of waste products including:-



- ▶ **Office and Warehouse Waste**
- ▶ **Food Production Waste**
- ▶ **Food Oil & Culinary Grease Trap Waste**

We can measure and record waste levels, providing concise and timely information for our clients' environmental data records. We also manage the waste removal process, ensuring third party performance and compliance as well as management of waste removal records.

Where medical or contaminated waste is produced, Trinity operate bin systems using best practice methodology in compliance with all regulatory requirements.

SUPPLY CHAIN MANAGEMENT



We provide services through the whole supply chain, from specification through to usage for:-

- ➔ **Office Equipment**
- ➔ **Office Supplies**
- ➔ **Catering Equipment**
- ➔ **Catering Supplies**
- ➔ **Maritime Catering Supplies**
- ➔ **Janitorial Equipment**
- ➔ **Janitorial Supplies**
- ➔ **Workwear**
- ➔ **Laundry Equipment**
- ➔ **Leisure Equipment**
- ➔ **Medical & First Aid Supplies**
- ➔ **Maintenance Equipment**
- ➔ **Maintenance Supplies**



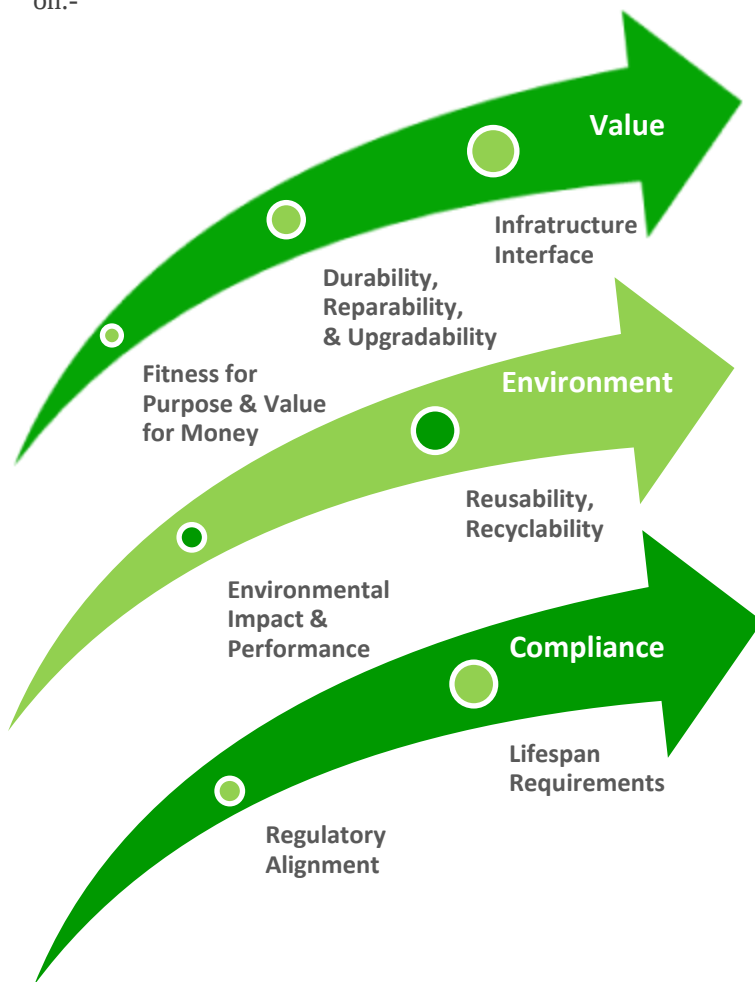
Trinity can manage the whole supply chain process or provide individual component parts, using a transparent and auditable process.

SUPPLY CHAIN MANAGEMENT



Specification

Accurate specification is an essential element of a value purchase. Trinity can deliver skill and experience in quality, quantity, specifications and overall value analysis, with particular emphasis on:-



Trinity has a worldwide network of approved suppliers and uses an ethical, transparent and accountable purchasing process. Supplying companies are vetted and monitored using our ISO accredited Supplier Evaluation Procedure, and they continue to be monitored and evaluated throughout the supply life.

SUPPLY CHAIN MANAGEMENT

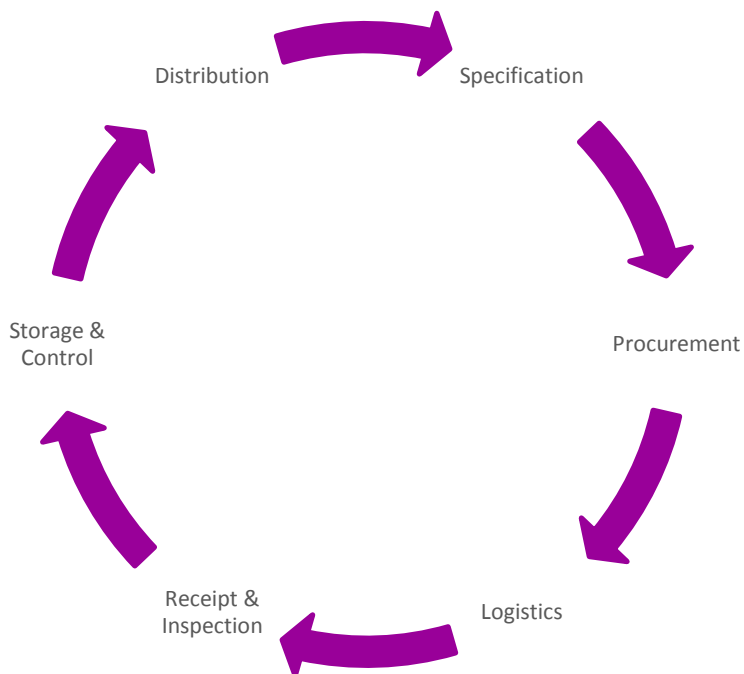


Goods Inward and Storage

We understand the value of your purchases and the need for accuracy and care in receipt, transportation and storage. Our experienced and trained staff manage goods inward and storage processes with accuracy and efficiency, ensuring that storage and distribution systems are safe, effective and resource efficient.

Logistics & Transportation

Trinity manage logistical and transportation requirements, ensuring third party compliance to operational standards. Where volume requirements exist we implement transportation infrastructures commensurate with the project.





RESTAURANT SERVICES

Food Production & Service

Regardless of the scale, complexity and geographical location of your catering requirements, Trinity delivers innovative solutions which are tailor made to your specific needs.

We use high quality ingredients and professionally trained food production staff to deliver catering services to an exceptional standard.



Restaurant



Canteen



Cafe & Coffee Bar



Vending & Office Refreshments



Corporate Entertaining



Remote Site Delivery & Service



RESTAURANT SERVICES

Food Production

Excellent food production techniques and good quality wholesome food are the two key ingredients to Trinity's strategy for delivering high levels of customer satisfaction. Our food production staff are highly trained and motivated to produce meals and refreshments which meet the needs of our clients, irrespective of where in the world we are operating.

Our chefs are encouraged to exercise their professional flair in preparing dishes, preventing over standardisation of recipes and institutionalisation of their skills base, and we are very keen to implement healthy eating initiatives in conjunction with our client.

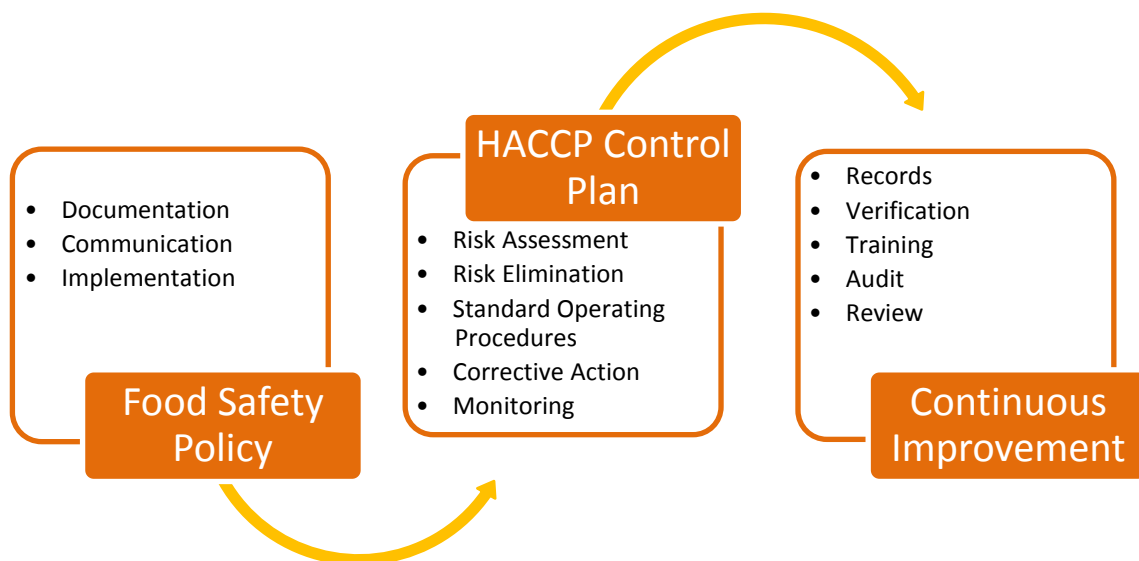




RESTAURANT SERVICES

Food Safety

All food production is carried out using the principles of HACCP (Hazard Analysis Critical Control Points), a systematic preventive approach to food safety, which plans out unsafe practices throughout the preparation lifecycle of foodstuffs rather than relying upon the traditional produce and test approach.





RESTAURANT SERVICES

Menu Planning & Food Engineering

We ensure that each of our menus is carefully crafted to ensure it addresses:-

- 
- ▶ **National Tastes**
 - ▶ **Religious & Ethnic Dietary Requirements**
 - ▶ **Maximum Calorific Demands**
 - ▶ **Variety of Food Types and Flavours**
 - ▶ **A Balanced Mix of Cooking Methods**
 - ▶ **Healthy Options**

In addition we incorporate regular special event menus, tailored to the geographical location of the services and nationalities of the client's workforce and can cater for individual lifestyle or health related dietary requirements. In countries where there is a requirement for specific regional cooking, we are delighted to work with local chefs to encapsulate authenticity of our dishes, whilst ensuring the highest levels of food safety and nutritional content are maintained.

Food Purchasing & Cost Control

Wherever Trinity operates, we set up and maintain an efficient supply chain for foodstuffs, ensuring continuous supply and quality throughout the contract period. The integrity of the supply chain is critical to the quality of food we produce, which is why we have created and maintained close alliances with suppliers and freight forwarders across the world. We use consumption benchmarking to ensure our food production is as efficient and cost effective as possible.

HOTEL SERVICES



Cleaning

We deliver high quality accommodation services, providing our clients' workforces with clean comfortable and welcoming accommodation and a fast and efficient laundry service. Our staff utilise an environmentally sympathetic methodology which, when coupled to the most natural and effective cleaning products, delivers scrupulously clean living quarters. All hotel services are carried out in a fast, efficient and cost effective manner, with staff working as quietly and as discreetly as possible, just as you would expect in the best hotels.



Reception Desk Services

We can manage the administration for accommodation enquiries allocation and booking, by providing:-

- ▶ **Room Bookings Management**
- ▶ **Check In/Out**
- ▶ **Enquiry Service**
- ▶ **Manned Reception Desk**



Cleaning

We can provide systematic and thorough cleaning services including:-

INTERIOR BUILDING CLEANING

- ▶ **Public Spaces**
- ▶ **Sanitary Areas**
- ▶ **Office Accommodation**
- ▶ **Warehousing & Storage Areas**
- ▶ **Production Facilities**
- ▶ **Sanitising & Specialist Cleaning**

EXTERIOR CLEANING

- ▶ **Window Cleaning**
- ▶ **Graffiti Removal**
- ▶ **Litter Removal**

Security

Ensuring the safety and security of premises is paramount to the integrity of our clients business. We can provide experienced, trained staff who will help deliver peace of mind.

ADDITIONAL SERVICES

Leisure Facilities

We understand the benefits of providing comprehensive leisure and recreational opportunities for personnel living away from home. Trinity regularly specify and procure leisure equipment, supply recreational audio visual equipment and peripherals and organise social and recreational events.



Medical Services

Through its sister company, International Medical Management Inc. Limited, Trinity offers comprehensive medical support services, from supplying medical personnel, through to operating fully integrated medical facilities.



Emergency Medical Services



Occupational Health Services



Topside Medical Services



Environmental Health Services



Hygiene, Health & Safety Training



Medical & Environmental Audit Services



ADMINISTRATION SERVICES



Office Services

Our office services can each be provided on a stand-alone basis or as part of an integrated range of business solutions. Our office solutions portfolio allows clients to tailor their service selection to exactly match their needs.

- ▶ **Reception & Switchboard**
- ▶ **Photocopier Maintenance**
- ▶ **Office Water Supply**
- ▶ **Mailroom Services**
- ▶ **Courier Services**
- ▶ **Shipping & Receiving**
- ▶ **Hospitality**



Conference & Event Management

Time dedicated to managing events can detract essential resources from core business. We can manage client conferences and events, or take responsibility for a section or sections, such as bookings management, reception, delegate packs, venue identification and menu planning. Trinity ensures the highest quality service delivery and allows our clients to concentrate on their primary business needs.



PERSONNEL SUPPLY

We supply highly qualified, experienced and motivated personnel into the following posts:-



- ▶ **Site Managers/Camp Bosses**
- ▶ **Head Chefs**
- ▶ **Chefs**
- ▶ **Bakers**
- ▶ **Galley Stewards**
- ▶ **Kitchen Assistants**
- ▶ **Chief Stewards**
- ▶ **Housekeepers**
- ▶ **Stewards**
- ▶ **Housekeeping Staff**
- ▶ **Security Personnel**
- ▶ **Janitors**
- ▶ **Administrators**
- ▶ **Storekeepers**
- ▶ **Receptionists/Administration Staff**
- ▶ **Multi Skilled Vantage & Heli-Admin Staff**
- ▶ **Maintenance Personnel**
- ▶ **Medics**
- ▶ **Doctors**



DESIGN SERVICES

Trinity provides bespoke design services in the following fields:-

- ▶ **Camp Facilities**
- ▶ **Offshore Accommodation Facilities**
- ▶ **Medical Facilities**
- ▶ **Storage & Distribution**



Throughout the process Trinity works closely with clients, to ensure excellent levels of communication and service delivery and offers the following additional services:-

- ▶ **Design Review**
- ▶ **Equipment Specification & Procurement**
- ▶ **Legislative Alignment for Accommodation Design**
- ▶ **Risk Assessment**
- ▶ **Ergonomic Study**
- ▶ **Project Management**
- ▶ **Refurbishment**
- ▶ **Project Budgeting & Cost Planning**
- ▶ **Consultancy**
- ▶ **Review & Systems Implementation**

