

Student Welcome Pack



GE ATRC – Qatar Customer Technical Education Centre



imagination at work

Important Training Check List:

- ✓ Mobile phones are allowed at the GE ATRC.
- ✓ Photography is permitted with appropriate approval but video is prohibited.
- ✓ Training Times: Class 0800 - 1500
- ✓ Map to GE ATRC location
- ✓ Bring Safety Shoes
- ✓ Bring Safety Glasses
- ✓ Hotel reserved with GE rates at The Ramada Plaza – Doha (or your personal choice of Hotel)
- ✓ Money exchanged to Qatar Riyals
- ✓ Laptops are welcome in classes
- ✓ Ensure that adequate Medical Insurance is provided for the duration of the class.
- ✓ Ensure that Passport and Visa are always available during your stay in Qatar.

Welcome to GE Aviation...

The GE Qatar Advanced Technology and Research Centre – Aviation Training Centre (GE ATRC-ATC) is located at the Qatar Science and Technology Park in Al Gharaffa, Doha, State of Qatar.

QSTP is located in Qatar Foundation's Education City together with the campuses of several leading universities chaired by Her Highness Sheikha Mozah Bint Nasser Al-Missned, Wife of His Highness the Emir of Qatar. QSTP, is a home for technology-based companies from around the world.

A state-of-the-art training facility, GE ATRC Aviation Training Centre provides quality engine maintenance training services and facilities for GE customers.

GE ATRC-ATC has a staff of instructors and administrative support personnel who design, develop and deliver training to meet customers' needs. Instructors train students representing customers from around the world.

Our mission is to enhance product support by providing world-class engine maintenance training for you, our GE customers. We will do all we can to ensure that the time you spend with us is time well spent.

GE ATRC-ATC includes more than 10,000 square meters of space and houses 6 training rooms, a work shop equipped with lifts, hoists and major engine handling tooling, a minitorium, a cafeteria and office space. Dedicated engines and thrust reversers are also available for hands-on training.

ENVIRONMENTAL HEALTH AND SAFETY POLICY

Customer Training Services is committed to protecting employees, students, contractors, visitors, the environment, and property from accidental loss.

In fulfilling this commitment, we will work to provide and maintain a safe and healthy work environment. We will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries/illnesses.

Accidental loss can be controlled through good management in combination with active employee involvement and appropriate support from EH&S professionals. Loss prevention is the direct responsibility of all managers and employees.

Customer Training Services staff at ATRC will comply with GE loss prevention requirements as they apply to the design, operation, and maintenance of facilities and equipment. All employees will perform their jobs properly in accordance with established procedures and operating philosophy.

We trust that all of you will join us in a personal commitment to loss prevention as a way of life.

Customer Training Services

Important Telephone Numbers

Agency	Telephone Number
Police, Fire and Ambulance	44540999
Telephone Directory	180
International Calls Inquiry	150
Telephone Services	111
Hamad General Hospital	44394444
Doha Airport Prearranged Visa	44621751
Doha Airport Instant Visa	44622105
Doha Airport Air Traffic & Flight Inquiry	44629999/44656666
Karwa Taxi Services	4458-8888
Ramada Plaza - Doha	4281428

Department	Telephone Number
GE ATRC Facility Helpdesk	44068020
GE ATRC Security	44068001-02

Useful Links

www.moi.gov.qa
www.qstp.org.qa
www.ramadaplazadoha.com

GE ATRC – Aviation Training Center Emergency Notification Call Tree

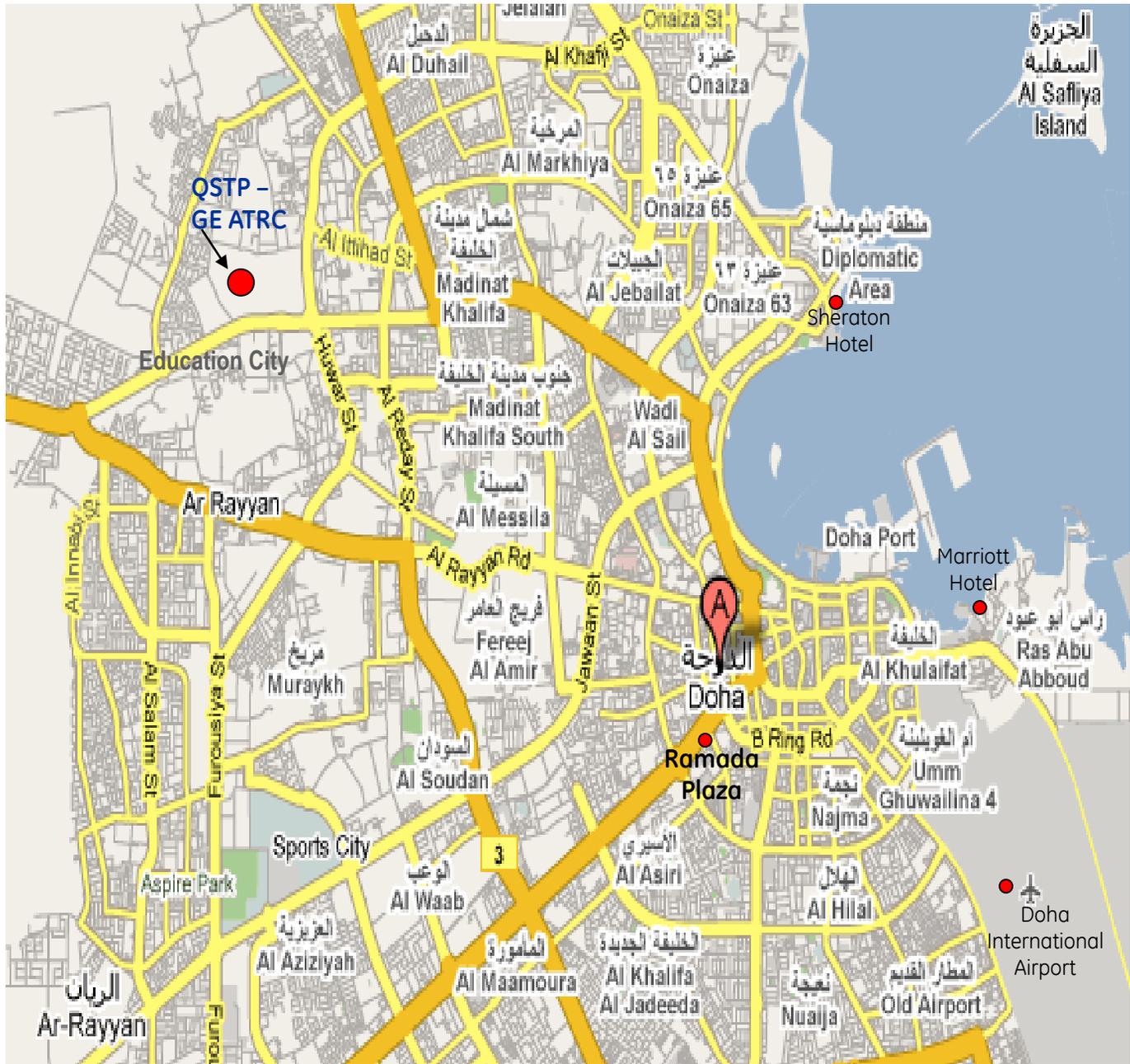


Emergency Call procedure must be observed during:

Fire/Explosion
Natural Disaster
Bomb threats to the site
Civil unrest

Major Accidents
Suspicious phone/package/mail
Extortion/kidnapping
Organized crime

Pandemics
Terrorism/war
Political unrest



Location Map of Doha International Airport, Ramada Plaza-Doha and GE ATRC

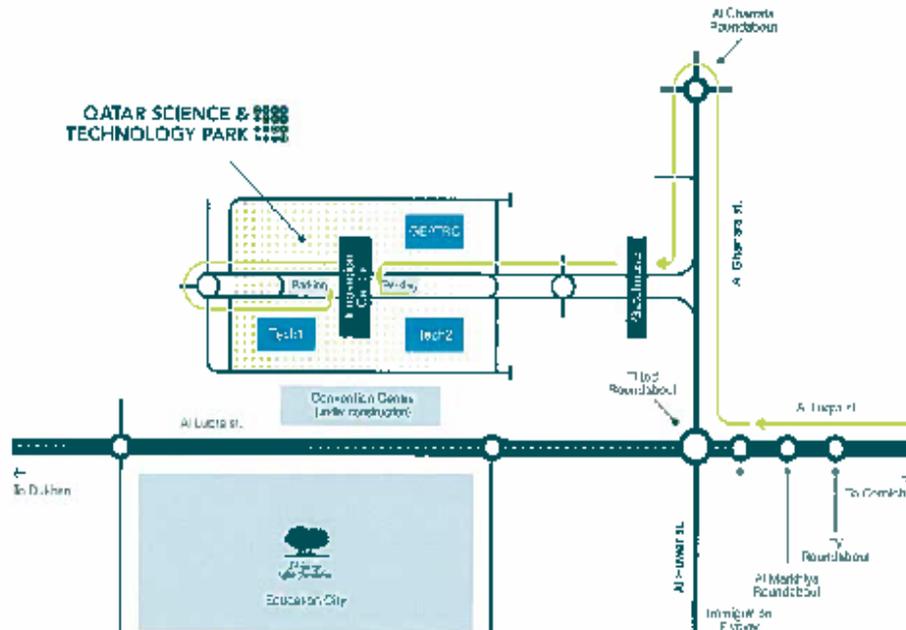
VISITING QATAR SCIENCE & TECHNOLOGY PARK

This pamphlet explains how to arrange your visit, directions to QSTP, and what to do once you arrive.

ARRANGING YOUR VISIT

QSTP is not a public area and visits must be arranged in advance.

On arrival to QSTP gatehouse visitors will be required to present a valid photo ID. (Qatar ID, Qatar driving license, Company ID or Passport)



DIRECTIONS

From the Gornicho,

1. Take Al Markhiya St. to Education City (via Al Luqta St., Al Markhiya roundabout and immigration Tower).
2. At Al Murtaja roundabout turn right.
3. At the first roundabout (Gharrata) make a U-turn.
4. Take the second right, which is the entrance to QSTP.
5. After clearing the gatehouse, go straight ahead to the appropriate car park.

GENERAL INFORMATION

This brochure provides general information that will help you during your stay at the GE Advanced Technology and Research Centre. If you have questions that are not answered here, please do not hesitate to ask any GE ATRC Aviation Training Centre personnel.

Currency

The official currency is the Qatari Riyals (QR), which is divided into 100 Dirhams. The exchange parity has been set at a fixed rate of US\$1=QR3.64.

Climate

The country has a moderate desert climate with hot summers and mild winters. Winter nights can be cool, but temperatures rarely drop below 7 degree Celsius.

Temperature and humidity rise in Coastal cities and town during summer.

Rainfall is scarce, falling on isolated days mainly between October and March.

Public Transportation System

Transportation to the training center can be arranged by the Hotel where you will be staying at.

All local transportation from the hotel or place in Doha is at your own expense. Note: Doha is a small city and taxi is available at a reasonable price.

Attendance Policy: 80% attendance of each class is required. You will be given a Training Certificate once you have completed the training course.

Class Times and Schedule

Your class schedule will be provided to you during orientation on your first day of class.

Classes begin at 8:00 AM until 3:00 PM.

Student Badges

On your first day of class, you will receive the appropriate badges which must be worn at all times while you are in the QSTP areas. Those badges will allow you to travel unescorted to your classroom, the cafeteria, restrooms, break room and the bay on the shop floor. Travel to other parts of the building or other QSTP areas will require a GE escort. On your last day of class, it is important that you return all badges to the Security Officer or Training Administrator in the front lobby.

Parking

If you are driving to class, free parking is available at the GE ATRC Car park.

Cameras

If you need to photograph your training engine, ask your Instructor or the Aviation Training Administrator for a camera pass form. All requests are subject for approval. Cell phone photo is allowed but videos are prohibited.

Food Services

Access to the Cafeteria will be given to students. Coffee vending machines are located in the break area. Alcoholic beverages are not allowed in the premises of GE ATRC. Eating is not permitted on the shop floor.

Smoking

Smoking is permitted only in designated smoking areas. No tobacco product use is allowed inside of the facility.

First Aid Services

Limited medical attention is available at GE ATRC. Our first aid staff may refer you to a private physician, dentist or to a local hospital. Be aware that if you see a private doctor or dentist or enter a hospital, it will be at your personal expense. Please inform your instructor if you need medical attention during class or if you are ill and cannot come to class.

Passports/Visas

If you are a visitor from another country, carry your passport at all times while you are in the State of Qatar.

As of September 2010, Visa is issued upon arrival for citizens of 33 countries such as Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, UK, USA and Vatican. For those trainees requiring prearranged Visa, refer to your Company PRO or contact the Ramada Plaza who can also arrange the visa. (2011 rates apply).

Training Material

GE will provide training materials in CD format containing all appropriate information.

Safety Rules

The following is a list of general and specified rules that everyone must follow. Remember that everyone is expected to know the rules. If you don't know the proper procedures, please ask your instructor .

1. Listen carefully when your instructor provides safety and environmental health information during your orientation and throughout your classes.

Safety Rules (continued)

2. Read the Environmental Health and Safety policy on page 2 of this booklet.
3. Review the general shop practices listed at the end of this booklet.
4. Ask any safety/environmental health questions you may have.
5. Be aware of safety instructions before:
 - performing maintenance of equipment
 - operating equipment or machinery
 - using material or equipment which you have not used before.
6. Refer to your copy of the Chemical Product Information Training for the GE ATRC-Aviation Training Centre students, as needed.
7. Comply with posted safety rules in specific areas, whether working in or passing through an area.
8. Know the evacuation plan for your work area.
9. Report any unsafe conditions immediately to your instructor.
10. Identify eye wash stations, showers and the MSDS book location.
11. For life-threatening emergency, dial 44540999

Note: Items 6-11 will be discussed during the orientation.

Safety Rules (continued)

12. All GE ATRC employees and visitors inside engine bay where shop work is being performed must wear safety glasses. GE ATRC employees and visitors not performing shop work do not require safety glasses unless they enter an engine bay/work area where shop work is being performed.
13. At a minimum, substantial footwear is required by all individuals who enter the shop. Substantial footwear is defined as a shoe that completely encloses the wearer's foot. Thongs, Flip-flops, clogs, sandals and similar footwear are **not allowed**. All employees, contractors and visitors who are performing work must wear approved safety shoes. Failure to comply with this requirement will result in removal from the shop area.
14. Do not eat, drink or smoke in the shop floor.
15. Report all injuries and illnesses immediately to your instructor prior to going to First Aid for treatment.
16. Removal of guards or safety interlocks can only be done under the supervision of the instructor.
17. Report any electrical equipment and machinery that is not grounded.
18. DO NOT operate any mobile plant equipment.
19. Upon the event of a hazardous material spill, no matter how small it is always notify your instructor.



ENGINE MAINTENANCE PRACTICES FOR SHOP CLASSES

1. Follow all environmental health and safety directions and rules.
2. Return tools and fixtures to their designated storage place right after use.
3. Do not disfigure the engine.
4. Do not stand on the top hand rails of work stands.
5. Do not leave loose tools on the engine, floor or work stands.
6. Give ample warning before moving suspended loads.
7. Do not use force to remove or install engine parts.
8. Only one person will give hoist operator instructions.
9. Perform maintenance work on the shop floor only when an instructor is present.
10. Last fifteen minutes of the class day:
 - Place hand tools in proper boxes.
 - Return hand tool cabinets to designated storage area.
 - Return fixtures to designated area and align in an orderly manner.
 - Clean area around engine/module.



Hotel

GE recommends **The Ramada Plaza - Doha**



Room Type	Rate
Standard Single Room (Old)	QR600/-
Deluxe Single Room (New)	QR750/-
Executive Floor Single Room (New)	QR900/-
Suites	QR1100/-



The Standard room

The above rates are inclusive of 17% service charge, buffet breakfast (as early as 5:30AM) and WIFI in rooms.

Reservations can be made by the Aviation Training Administrator, given that all requirements are provided (e.g. Student's info, credit card details and room requirement).

If you opt for the Ramada Plaza, shuttle bus will be available to take you from the Airport to the Ramada Plaza and vice versa. It leaves half past the hour from the airport and on the hour to the Airport, round the clock. Meet and Greet staff will be waiting for guests in the Airport's Ramada Plaza Desk.

**Other hotels are available in Doha but reservation will be your responsibility.*

**Published by:
GE Aviation
Qatar Advanced Technology and Research
Centre(ATRC)
GE International, QSTP-B**