



BUSINESS CAPABILITIES STATEMENT

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Company Details & Contact Information

Registered Name:	Milek Engineering Pty Ltd
Trading Name:	Milek Engineering
ABN:	40 601 089 605
Registered Office Address:	158 Ridolfis Rd Farleigh, Q 4741
Postal Address:	158 Ridolfis Rd Farleigh, Q 4741
Telephone Number:	0459199123
Web Address:	www.milek.com.au
List of Directors:	David Tibbles Electrical Engineer with 20 Years Industry Experience Business Manager Phone 0459 199 123 Email dtibbles@milek.com.au
Bankers:	ANZ Bank Mackay Sydney St Mackay, Q4740
Auditors/Accountants:	Pro Active Accounting Solutions 1 st Floor Cnr Sydney & Gordon St Mackay Q4740

Main Business Activities and Industries Served

Milek Engineering specialises in the delivery of turn key solutions for small to medium Projects for Mining, Industrial and Port facilities. We excel in this area through our capability to provide design and project management, manufacture of equipment in our Mackay facility, installation of equipment on site through our service division, and Automation and commissioning expertise to integrate into existing plant control systems or stand alone control.

We are an adaptable enterprise with a focus on innovative solutions for our customers, providing robust, efficient, reliable equipment for harsh and challenging operating environments.

Products and Services

Milek prides itself on the ability to work with customers, to offer innovative, cost effective, quality equipment that minimises onsite installation and commissioning time, and enables efficient maintenance of the equipment throughout its lifecycle.

This philosophy manifests in a range of original equipment and proprietary products as well as the ability to offer individual solutions, relating to electrical systems and support equipment, including but not limited those outlined below.

Original Equipment /Products	Services
Substation Design & Manufacture	All Electrical Equipment Design & Drafting
Remote telemetry control and monitoring Panel	Switchboard design & Manufacture
Switchboard design and Manufacture	Program development and Support
Control Panel Development and manufacture	On-site Technical, Commissioning and Project Management Support
Renewable Energy Systems	Equipment Overhaul / Lifecycle Management
	PLC Control & Optimisation

Preferred Business

We are able to undertake works from small component supply and overhaul work, to delivery of multimillion dollar turnkey electrical packages. We have an extensive network of industry partners to meet the demands of delivering large scale projects. The range of project we are best able to deliver is up to \$2m, however we are happy to provide joint proposals to deliver larger works.

Values and Approach to Business

“Our Vision, is to be innovative in our approach, and deliver products and services, unequalled in reliability, function and quality to Mining & Industry”

As a manufacturing and service company, we recognise that our people are our greatest asset in delivering on our promises, and continuing to grow and develop our delivery capabilities. The underlying values behind Milek’s ongoing success are:

- Zero Harm - We protect our people, our customers, the community and our environment.
- People - We develop our people and retain skills within our business.
- Continuous Improvement - The way we do it can always be improved.
- Integrity - We all have a part to play in every success of Milek, through our actions, our behaviours and our attitude.
- Delivery - We plan and manage our work to deliver in full, on-time.
- Our Customers - We listen to our customers ideas and adapt to their needs.

Key People

Business Manager – Director

David Tibbles

BEng Electrical

20 years' experience in heavy industry made up of:

- 10 years electrical design, control systems and automation
- 10 years materials handling conveyor system specific in electrical, projects and business management

Workshop Supervisor

Gary Brackley

Electrical Supervisor

- 15 Years Mine Installation
- 10 Years Experience Control Panel Manufacture

Specialised Capabilities

With a unique combination of construction / projects, maintenance, manufacturing and design experience within our team, Milek provide a diverse range of products and solutions for industry. We work extensively with our customers to provide specific solutions and continually seek to improve what we are able to offer. By engaging with the end user in the design phase of our equipment, we are able to provide benefits to our customers throughout the product life.

- Design for efficient, cost effective manufacture
 - Continuous improvement in our manufacturing processes delivering the lowest capital costs
 - Ability to utilize global manufacture solutions for our equipment
- Design for safe, effective transport and installation
 - Safe handling of equipment from the factory to the final installed location
 - Modular components to maximise pre installation and commissioning, reducing site construction costs
 - Improved installation time
- Design for complete lifecycle management
 - Efficient maintenance of equipment, providing increased product life
 - Safe and reliable equipment operation

Proprietary Products

Product Research and Development allows our business to put quality innovative products and solutions into industry, in turn contributing to the satisfaction of our customers and the ongoing growth and success of our business. We are committed to the continuation of work in this area and enjoy the challenge of continued innovation and solutions to complex problems.

Capacity Levels

Milek have nominally 2-5 permanent staff based in the Mackay facility, with flexibility to increase through the use of sub contract or casual staff in high demand periods. We have strong links within the Mackay Area Industry Network (MAIN) and have developed a sub-contractor support network, with a list of companies pre-qualified to our standards, specializing in fabrication, electrical manufacture and project management.

Area of Supply

Due to our geographical location, we are strategically located to service the QLD mining & Gas market, however we have supplied equipment to Wollongong in the south and Townsville in the north, and welcome the opportunity to discuss requirements beyond these locations.

Track Record

We are a relatively young business with only a short list of projects undertaken, however our personnel have extensive experience in delivering electrical projects over a 20 year period. A list of major customers along with scopes of work covered is detailed in the table below. Reference contacts can be provided upon request.

On works completed to date, we have been able to provide, track and meet our customer delivery objectives. We pride ourselves on an ability to react to our customer needs when things don't go to plan. It is a requirement of our process to provide project scheduling and progress updates to identify and manage our operations to project deadlines.

Customer	General Description Of Works
BMA Broadmeadow	<ul style="list-style-type: none"> • Design and manufacture and installation of solar powered water monitoring stations • Program development and commissioning of conveyor system • Manufacture and installation of Multiple Belt Starter Panels • Pump station Installation and Commissioning • VVVF Drive and winch manufacture and Commissioning • Remote radio telemetry system
Crinum Mine	<ul style="list-style-type: none"> • Dual 150KW Substation Starter Panel Design & Manufacture

	<ul style="list-style-type: none"> VVVF Winch Panel
Dalrymple Bay Coal Terminal	<ul style="list-style-type: none"> Design / drafting consultancy services.
Arrow Energy Moranbah	<ul style="list-style-type: none"> SCADA Support & Development Dam Transfer Pump station Design Manufacture and commissioning.
BHP Billiton- Illawarra Coal	<ul style="list-style-type: none"> Belt Starters and commissioning services.
Dowdens Pumping	<ul style="list-style-type: none"> Electrical manufacture, installation and commissioning services.

Management Systems

Safety Management Systems

In line with our core values, MILEK have developed and implemented a health, safety and environmental management plan complying with AS14001 & AS4801 awaiting third party audit.

Occupational Health, Safety and Environment Policy

Mining & Industrial Electrical Engineering (MILEK) management is committed to maintaining the health, safety, environment and welfare of all its personnel and the wider community. MCE endeavour to meet all its obligations under the Workplace Health and Safety Act of 2011, through continual development, review and communication of the Company Safety Management Plan and it's requirements.

OHS&E is the primary consideration in all decisions and planning, and is an integral part of every managerial and supervisory decision. Managers, Field Support Staff and Supervisors have the responsibility to ensure that OHS&E policies and procedures are made clear and communicated to all employees as well as subcontractors and visitors, and that these policies and procedures are observed at all times.

All employees have a responsibility to perform all their duties in a responsible manner ensuring their own safety and others in their working environment. Employees are required to observe all OHS&E directives and procedures. Our employees will actively participate in all Safety Meetings and meet their obligations under MILEK's Management Plan and the Occupation Health and Safety Act of 2011.

The OHS&E Management Plan is an integral part of the Company's procedure's and is administered by the Operations Manager and Work Place Health and Safety Officer.



David Tibbles - Director

Quality Management Systems

MILEK operates under the quality policy below and seek ISO 9001 approval of our quality system. We have engaged the services of a specialist third party to assist in the review and improvement of current quality systems, for use in our operations to comply with ISO9001, with an anticipated assessment to be undertaken early in 2015.

Quality Policy Statement

The objective of Mining & Industrial Electrical Engineering (MILEK) operations is to meet or exceed the expectations of our customers, working to regulatory, company and/or contractual quality requirement as expressed in our procedures and work instructions.

To achieve this objective, it is our policy to establish and maintain a quality assurance program that is third party accredited to AS NZS/ISO 9001:2000.

This, applied with our continuous improvement philosophy will allow the company to strengthen and improve the products and services supplied.

The MILEK Quality Manual describes how the specific procedures and work instructions are designed to ensure that all requirements relating to quality are recognised, and that a constant and uniform control of these requirements is maintained.

It is the responsibility of all employees to see that these procedures and work instructions are implemented and followed.



David Tibbles - Director

Insurances

Certificates of currency are available on request for the following insurance coverage.

Public & Products Liability - \$20,000,000

Professional Indemnity - \$2,000,000

Transit Insurance - \$500,000

Risk Management Approach

Mining & Industrial Electrical Engineering (MILEK) assess & manage risk through many avenues within the business structure, from health and safety through to project delivery. The risk matrix below details some of the processes in place to mitigate levels of risk specific to project delivery.

Project Risk	Management Practices
Safety, Health & Environmental Management	<ul style="list-style-type: none"> Adherence to MILEK safety management plan Design risk assessment conducted with end user input to manage risks in the design Involvement in operational risk assessment conducted with end use Development & Supply of operation and maintenance manuals
Scope Change	<ul style="list-style-type: none"> Clarify and review scope to ensure requirements are clear Communication and continual monitoring of scope change effects on cost and delivery Negotiate risk/contingency allocation for projects
Late Delivery	<ul style="list-style-type: none"> Production of detailed manufacturing schedule at commencement of project identifying constraints and critical path Monitoring of progress against schedule to gain early indication Identification of additional subcontractors or resources to address variance from schedule
Quality Variance	<ul style="list-style-type: none"> Utilisation of and adherence to MILEK project quality manual Development of project specific quality plan for principal approval prior to commencing manufacture Well structured and monitored inspection and testing plan Pre-qualification of subcontractors to project quality plan Adherence to and or development of standard operating procedures for the project
Insufficient Funding	<ul style="list-style-type: none"> Establish project payment terms to accommodate progress or milestone payments Pre-approved finance backing before project commencement
Force Majeure	<ul style="list-style-type: none"> Cyclone Preparation Plan implemented Adequate Insurance cover Stand by power generator at the facility
Insufficient Resources	<ul style="list-style-type: none"> Key staff retentions identified during project start-up Staff Development and retention schemes implemented Key subcontractors identified and pre-qualified

Work Management Systems

Mining & Industrial Electrical Engineering (MILEK) utilises the following management systems to manage operational planning, engineering design and financial functions of the business.

- MEX Maintenance Software
- MYOB accounting software
- MS project software

Customer Service & Market Response

Mining & Industrial Electrical Engineering (MILEK) prides itself on the ability to work effectively with customers to offer innovative, cost effective, quality equipment on time and on budget. An ongoing commitment to developing expanded capabilities in house, in terms of intellectual property and equipment, provides our customers direct contact with the people in our business who can “make it happen”, and the flexibility to react, ensuring the outcome delivered meets their needs.

Working with Industry & Others

MILEK are contributing members to several industry organisations as well as the wider community. We are active members within the following organisations:

- Mackay Area Industry Network group
- Export Market Development Group
- Australian Institute of Project Management
- Institute of Engineers Australia

We are also members within our community groups providing sponsorship of local organisations, teams and events including:

- Mackay City Hawks AFL club
- Eimeo Surf Lifesaving Club
- Dolphins Soccer Club

Equipment

Our facility is constantly improving in terms of capability and efficiency with a culture of continuous improvement. The objective is to continually drive improved service in terms of price, delivery and quality.

Tooling

- Workshop area under roof 250m²
- Workshop Hardstand area 1000m²
- 2T Forklift
- Termination Tooling & Equipment

Software

- 1 x Autocad Premium Software Licenses
- MS Project 2010
- Rockwell Developer PLC & HMI development Software
- GE Proficy Development Software