



TOMTEC-EXACO

WHAT WE VALUE

Fleet Records Anywhere Anytime

TOMTEC-EXACO TM
MARINE OFFSHORE INSPECTION THICKNESS GAUGING NDT SMSNET

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SUPERINTENDENT IS IN CONTROL.
SAFETY, SECURITY, QUALITY RECORDS ANYWHERE ANYTIME

TOMTEC-EXACO ENGINEERING INT'L PTE LTD
Marine Surveyors, Inspection, Thickness Measurement, Non-Destructive Testing and 3D Visualisation, Safety Security and Quality Records Anywhere Anytime.

Saving your Time, your Money and Quality Control is our business.

Fill our survey form & get a gift.
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WWW.TOMTEC-EXACO.COM

IP-VPN Visual Graphics Communication/ High-Quality Precision 3D Industrial Marine Offshore Engineering. Specialist in VideoCAD. 3D CGI / Finite Element Analysis
SMSNET: Simplifying Complexity via Internet Access with 3D Models/Animation

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Message

TOMTEC-EXACO's world-wide reputation and credibility have been established over time through our commitment to TOMTEC-EXACO's values and rigorous compliance with the laws of the countries and policies of the companies where we do business.

Effective Jan 2003, TOMTEC-EXACO Marine / Offshore IT is glad to announce our new 3D Virtual Graphics Communication Division to better enhance our 3D Engineering Graphics along with Marine / Offshore Vessel Inspection and QA / QC programs and the latest strategy; SMSNET. This embarkation of Hi-RES digital engineering graphics complements our core engineering capabilities which have been established over time through our various commitments together with our customers and clients.

*The mission, competencies, principles and values that are described here in this handbook outline the way TOMTEC-EXACO commits to doing its business and are the foundation of our **Engineering Digital Virtual Communication, Safety, Security and Quality Programs**. In essence, these form the foundation of our Corporation and set standards of behaviour that are vital to our success. Each of our team member has a personal responsibility to ensure our business affairs, in pursuit of the Company's strategic objectives, are conducted in a fair, honest and ethical manner. To maintain and enhance our valuable reputation, we must clearly understand our responsibility to those with, whom we do business and the commitment to each other.*

From success formulae of Project QA/QC database, Project execution animations (2001 IES Publication), Safety QC Circle (SNAMES 2000), New ROV Product development (2002), Global Santa Fe Rig Production CGI (2003) and now with our latest SMSNET (Anywhere & Anytime for International Business = International Access of Safety, Security and Quality Records) strategy, this supports International Marine, Security and Offshore Safety, Quality Assurance / Control and the latest Security policies including ISM and ISPS Code. It's about Commitment – to emergencies, to training and to simplifications across all national language boundaries via engineering visual graphics.

The SMSNET vision is to support Singapore as a Marine Offshore technology hub through the use of secured web technology (i.e.IP-VPN) complemented with 3D Engineering Graphics and Animations. Our objective is to simplify information extraction via World Wide Web.

TOMTEC-EXACO has a history of being a solid performer in our engineering graphics and design industry (with major world wide shipping and consultancy clients). Building on that foundation, we have a bright future ahead of us as a Engineering Graphics and Consultancy company with Singapore roots. To capture that opportunity, we must continue to live our values, act with sound engineering judgement and value our product that is respected as a business leader.



NAME: LEONG YEU HUN
SURVEY DIRECTOR



DIGITALLY SIGNED

Leong Yeu Hun

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TOMTEC-EXACO's Corporate Mission, Vision, Principles and Values

TOMTEC-EXACO conducts business in an efficient manner and adheres to the highest standards of integrity when dealing with employees, shareholders, industry partners, government, customers, suppliers and the communities in which we operate. Employees are expected to demonstrate an unwavering commitment to our client's requirements and flexible enough to tailor to their system needs.

Maintaining TOMTEC-EXACO's reputation for flexibility and integrity is critical to our success in the global digital domain marketplace and is not, under any circumstances, to be sacrificed for the sake of short term results. In other words, the end does not justify the means.

MISSION

To maximize clients' ease of application and use over their long term investment in this global shipping and industrial businesses via digital virtual communication and via IP-VPN Internet access.



VISION

Our vision is to be the acknowledged Singapore leader in our 3D Engineering CGI Virtual Communication, Safety, Security and QA/QC SMSNET businesses and to be a recognized worldwide competitor. We strive to be an innovative diversified company with a balanced portfolio of profitable assets.

TOMTEC-EXACO SINGAPORE is set apart from the competition with its core philosophies of active innovation, development and evolution of its products, proven open technology, unrivalled support and service and attention to details, and an established track record in bringing exciting and beneficial new technologies to

market.

Serving the Marine / Offshore Process and Power Industries

Industries currently served by TOMTEC-EXACO SINGAPORE solutions include shipyards, offshore vessel owners, oil and gas, chemicals, generation of electricity ship outfitting. A list can be viewed from our website: www.EXACO.com.sg

Solutions for Enhancing Project Execution and Operations

TOMTEC-EXACO ENGINEERING Int'l's range of engineering IT solutions and services covers major mechanical, electrical and structural aspects of project execution and operations. From project conception through detail design with Finite Element Analysis (Structural and Mechanical), fabrication and erection QA/QC system, Welding Procedures and Qualifications, Product commissioning and hand-over documentation and controls. An integrated range of industry-leading project and data management, design, visualization, browsing and communication tools provide an unrivalled engineering IT environment.

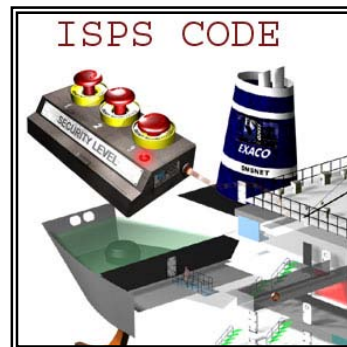
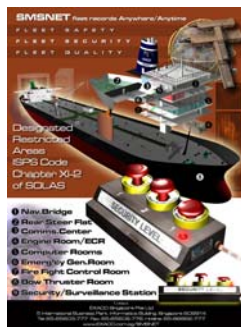
With a proven track record of success on some of the world's most demanding process plant engineering projects, TOMTEC-EXACO ENGINEERING's solutions is setting an IT Virtual Reality Industry standard.

SMSNET Engineering IT Solution



The pace of change in the process industries is currently faster than ever before. Owner/operators and engineering and construction companies are constantly examining their businesses for opportunities to reduce costs, increase flexibility and establish new sources of competitive advantage in a dynamic business environment.

With our proven track record, unrivalled plant design industry experience and best of breed solutions, we can offer our customers partnerships covering complete IT support for plant engineering and operations. The key words are simplicity, simplicity and simplicity via 3D Animation / Virtual Graphics Communication.



Elements of a partnership with TOMTEC-EXACO ENGINEERING can embrace work in any or all of the following areas:

- SMSNET IP-VPN Internet Access of Company Management Safety / Quality / Security and Training Policies Anywhere / Anytime
- Setup of Network System at the field or site office
- Design and CAD drafting facility at the field / site office
- Developing Project Execution plans
- Customizing Database for Operation and Maintenance Programs
- Implementing Change Order Database (Site Instructions) for shipowners – Network
- Developing working practices for operating procedures consistent with technology

The consulting group at TOMTEC-EXACO ENGINEERING consists of:

- A team of engineering and IT professionals, project managers and consultants - the majority of whom have on-site experience at Repairs and FPSO conversions at shipyards.
- Programmers who have successfully developed software solutions in a wide range of environments
- Engineering CGI technicians
- CAD Support Staff

By outsourcing their Safety Management, Ship Security Plan and Vessel Inspection Records on the IP-VPN Internet with TOMTEC-EXACO ENGINEERING, our clients are able to concentrate on their own core business – generating revenue, profitability and growth.

Data (Anytime and Anywhere) for Life

At TOMTEC-EXACO SINGAPORE we believe that reliable, consistent SMS Records and Inspection Plans/Records data are the core of an effective Operation IT environment.

Your Management staffs changed, your Internal Auditor(s) are re-assigned, your Management Representative or HSE officer moved to another division, these should not affect you in maintaining all the records ready for external audits or Statutory inspections. TOMTEC-EXACO ENGINEERING's solutions are database-driven to manage and control your data as it develops – from the earliest stages of conceptual design, implementation and maintaining record revisions and improvements throughout.

As ships and process plants are operated for longer operating life, the transition of inspection and engineering data to operations and maintenance functions has become an increasingly important issue (particularly structural steel thickness gauging records, repair plans and process flow equipment). Up-to-date data is often required far beyond the initial design and engineering phases of the ship/project. Access to a current and accurate model of the ship in 3D assists with colour coding and dimension/weight *anytime and anywhere* is proving to be more productive for the attending Management / Superintendent.

QUALITY

TOMTEC-EXACO ENGINEERING's quality systems currently conform to the Quality System Standard BS EN ISO 9002: 1994 and is awarded its ISO 9002 certificate by ABS Q Inc (American Bureau of Shipping QA Inc), an accredited certification body.

At the Forefront of Innovation – Digital 3D Structural Models & Finite Element Analysis
TOMTEC-EXACO SINGAPORE has a well-established record in bringing exciting new technologies to market; technologies that have quickly proved beneficial in live project use. From the world's first fully interactive colour shaded 3D remote operated vehicle and plant design systems, to interactive photorealistic model walk-through and the pioneering use of group visualization (3D Review Reality) for Marine Structures and process plant design. TOMTEC-EXACO SINGAPORE continues to lead the way, and constantly revolutionizes the way the process industries work.

The benefits of 3D Models add realism which go much further for the design team: all levels of personnel can benefit from using the plant model for simulation and planning purposes. In recent years, safety and security have become increasingly important to process plant and shipboard operators.

Using the interactive visualization system, operations teams can, for example, precisely plan and simulate shut-down and emergency evacuation procedures in a totally realistic computer-generated model, where what you see is an exact portrayal of the real-life plant. Complex animation sequences can be produced and recorded, providing invaluable information to a wide range of project personnel.



PRINCIPLES

In all our business operations, TOMTEC-EXACO is committed to the following principles. Employees and Partners of 3Dv TOMTEC-EXACO and its subsidiaries will:

- obey the law;
- act with honesty in all their interactions with fellow employees as well as people with whom they conduct business outside the company;
- sustain, through leadership at all levels, a culture where ethical conduct is recognized, valued and exemplified by all employees;
- acknowledge and accept personal accountability for the ethical quality of their decisions;
- behave with personal integrity and do not sacrifice principles for personal gain;
- strive to be fair and just, to endorse and promote diversity, not exercise power arbitrarily and be willing to admit when they are wrong;
- endeavour to accomplish their objectives and fulfil their responsibilities with full recognition of the effects on all stakeholders;
- respect others and preserve human dignity, autonomy and privacy; demonstrate commitment to the pursuit of excellence;
- seek resolution of issues through consultative mechanisms wherever possible;
- strive to create a safe workplace and to protect the environment; and
- abide by the spirit and the content of Company policies

VALUES

Everything TOMTEC-EXACO does is pursued with a commitment to a set of core values.

Key among these are:

Accountability

Our employees are responsible and accountable for their performance and their contribution to the overall success of the Company. Individual and divisional goals and objectives are aligned with corporate goals and expectations.

Cooperation and Teamwork

Our Company will optimize the strength of individuals and teams to add value. The Company encourages the building and sustaining of relationships which demonstrate fair treatment, trust and respect.

Integrity

Integrity in all our business dealings is key to our long-term success and integral to our value system and culture.

Learning

Our Company will encourage continuous learning and development for all employees to encourage productivity and maximize corporate capability.

Performance

Our Company will deliver superior financial and operating results in pursuit of our vision of becoming the acknowledged leader in all our areas of business.

Professionalism

Our Company standard is excellence in business, technical specialities and employee relations. Our employees will conduct business in an ethical manner; demonstrating competence, commitment, respect and a high level of integrity.

Recognition

Our Company recognizes, values and rewards the contribution of high performing individuals and teams in achieving divisional and corporate objectives.

Core Competencies

The Company is committed to eight Core Competencies to ensure employees develop the skills and behaviors that enable the organization to deliver on its strategies. The values and principles of the Company and its employees are an integral part of these Core Competencies.



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ADAPTABILITY/MANAGING THE INTERNET AND CHANGES

- Ability to embrace new technologies (particularly security issues), meet emerging market demands, respond effectively to changing conditions, apply continuous improvement techniques and create new business opportunities.
- Commits to and actively engages in an ongoing process of knowledge and skill acquisition and application
- Identifies/suggests new ideas to accomplish value added work now and in the future
- Learns/adapts quickly when facing new problems/challenges
- Decides and acts competently in, changing circumstances
- Handles risk and uncertainty comfortably
- Assumes varied roles in diverse situations with ease
- Effectively manages multiple and potentially conflicting priorities
- Demonstrates creativity, innovative thinking and actions to gain competitive advantage

COMMUNICATIONS

- Ability to speak and write clearly and succinctly in a variety of settings and styles; ability to secure information, listen effectively and get messages across that have the desired effect.
- Expresses thoughts, feelings and ideas effectively both orally and in writing
- Reads, uses and comprehends written materials
- Involves and fully informs others in a timely way
- Expresses ideas in ways that build commitment
- Invites open dialogue and candid discussions
- Listens effectively and responds with understanding
- Ability to communicate complex issues in plain language

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GLOBAL CULTURAL SENSITIVITY

Ability to work well in international environments, by handling cultural, political and economic differences.

- Integrates into the local culture and builds personal relationships with national authorities
- Respects different values and cultures; practices and demonstrates patience and flexibility when dealing with nationals
- Learns/adapts quickly when facing new problems/challenges
- Initiates programs to provide training and development opportunities for national employees
- Effectively communicates with nationals

INITIATIVE

Thinks critically and acts logically to evaluate situations and generates required steps to ensure success.

- Builds organization capacity by continuously improving business processes
- Applies innovative ideas in a practical manner
- Takes appropriate risks and enjoys the challenge of unfamiliar tasks
- Develops issues that need addressing
- Sets specific, stretching goals and meets or exceeds them

LEADERSHIP

Ability to achieve desired results by encouraging and supporting the contributions of others; possession of required knowledge, skills and experience to work effectively with others throughout the organization.

- Creates, communicates and fosters a vision of what can be achieved and gains others' commitment Challenges self and others to achieve desired results and recognizes opportunities to positively influence people
- Develops and fully utilizes others' capabilities
- Actively participates in the recruiting, development and retention efforts of the organization Demonstrates effective performance management practices
- Creates a trusting environment where diversity is nurtured as a strategic advantage
- Leads by example, seeking and using feedback to enhance leadership effectiveness
- Champions specific initiatives, projects or groups that create value for the Company

TEAMWORK

Knowledge, skill and ability to work effectively with others to achieve optimal collective results.

- Understands and contributes to the organizations corporate and divisional goals
- Understands and works effectively within the team culture
- Plans and makes decisions with others and supports the outcomes
- Respects the thoughts, opinions and differences of other team members
- Consults with others to improve the quality of decisions
- Exercises 'give and take' to achieve team and organization goals
- Assumes a leadership role when appropriate, mobilizing high team performance

TECHNICAL/OPERATIONAL SKILLS

Possession of technical and operational knowledge, skills and experience to ensure a high level of performance.

- Demonstrates technical competence in his/her own discipline and demonstrates mastery of job content
- Uses technology, computers, tools and information systems effectively
- Continually acquires technical knowledge and skills
- Accesses and applies specialized knowledge and analyzes successes and failures for valuable learning
- Demonstrates effective problem solving abilities

TOTAL BUSINESS UNDERSTANDING

Knowledge and expertise in formulating competitive strategies and managing policies, practices, trends and information.

- Anticipates future trends and consequences accurately to deliver high quality results
- Contributes to the strategic management process
- Makes sound and appropriate decisions based on the broadest possible view of an issue/challenge
- Understands corporate operations and inherent interdisciplinary relationships required to achieve organization effectiveness
- Works across organizations to enable business success in diverse and complex situations

International Code of Ethics for TOMTEC-EXACO Engineering Int'l Pte Ltd Business

VISION

3Dv TOMTEC-EXACO Singapore business has a global presence that is recognized by all stakeholders as economically rewarding to all parties, acknowledged as being ethically, socially and environmentally responsible, welcomed by the communities in which we operate, and that facilitates economic, human resource and community development within a stable operating environment.



BELIEFS

We believe that:

- we can make a difference within our sphere of influence (our stakeholders);
- business should take a leadership role through establishment of ethical business principles;
- national governments have the prerogative to conduct their own government and legal affairs in accordance with their sovereign rights;
- all governments should comply with international treaties and other agreements that they have committed to, including the areas of human rights and social justice;
- while reflecting cultural diversity and differences, we should do business throughout the world
- consistent with the way we do business in Singapore;
- the business sector should show ethical leadership;
- we can facilitate the achievement of wealth generation and a fair sharing of economic benefits;
- our principles will assist in improving relations between the Singapore and host governments;
- open, honest and transparent relationships are critical to our success;
- local communities need to be involved in decision-making for issues that effect them;
- multi-stakeholder processes need to be initiated to seek effective solutions;
- confrontations should be tempered by diplomacy;
- wealth maximization for all stakeholders will be enhanced by resolution of outstanding human rights and social justice issues; and
- doing business with other countries is good for Singapore and vice versa.

VALUES

We value:

- human rights and social justice;
- wealth maximization for all stakeholders;
- operation of a free market economy;
- public accountability by governments;
- business environment which militates against bribery and corruption;
- equality of opportunity;
- a defined code of ethics and business practice;
- protection of environmental quality and sound environmental stewardship;
- community benefits;
- good relationships with all stakeholders; and
- stability and continuous improvement within our operating environment.

PRINCIPLES

A) Concerning Community Participation and Environmental Protection, we will:

- strive within our sphere of influence to ensure a fair share of benefits to stakeholders impacted by our activities;
- ensure meaningful and transparent consultation with all stakeholders and attempt to integrate our corporate activities with local communities as good corporate citizens;
- ensure our activities are consistent with sound environmental management and conservation practices; and
- provide meaningful opportunities for technology cooperation, training and capacity building within the host nation.

B) Concerning Human Rights, we will:

- support and respect the protection of international human rights within our sphere of influence; and
- not be complicit in human rights abuses.

C) Concerning Business Conduct, we will:

- not make illegal and improper payments and bribes and will refrain from participating in any corrupt business practices;
- comply with all applicable laws and conduct business activities with integrity; and
- ensure contractor's, supplier's and agent's activities are consistent with these principles.

D) Concerning Employee Rights and Health and Safety, we will:

- ensure health and safety of workers is protected;
- strive for social justice and respect freedom of association and expression in the workplace; and
- ensure consistency with other universally accepted labour standards, related to exploitation of child labour, forced labour and non-discrimination in employment.