

Capabilities Document



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Capabilities Document
Executive Summary



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This document outlines the primary reasons why you should select us to undertake your project.

People	Value to you
<ul style="list-style-type: none">• Our team have many years of combined experience in the design, manufacture and installation of signage across all applications and requests.• We have engaged Peter Thomas Consulting as a signage safety consultant. (OPTUS Stadium Project and Macquarie)	<ul style="list-style-type: none">• Understand issues of designing, manufacturing and installing high quality signage. Strong capability in dealing with and resolving problems to successfully deliver working signage.• Experienced signage safety consultant engaged to oversee the project.

“OUR TEAM ARE IN THEIR PRIME THEY ARE OLD ENOUGH TO HAVE THE EXPERIENCE BUT YOUNG ENOUGH TO HAVE THE ENTHUSIASM TO ENSURE YOU RECEIVE THE BEST PRODUCT AND SERVICE POSSIBLE”

Products	Value to you
<ul style="list-style-type: none">• We guarantee that your signs will be made from the products specified in the tender.	<ul style="list-style-type: none">• Knowledge that what you have requested in the tender is what you will have installed and not a cheaper product.

“OUR PRODUCTS WILL REDUCE THE LIFETIME COST OF YOUR SIGN”

Process	Value to you
<ul style="list-style-type: none"> • A multi location fitout process that has been developed over the years. • Like you, Sign On are very keen to protect and enhance our brand. • Our processes involve an on boarding process. • Our design process utilises the solid works design program. 	<ul style="list-style-type: none"> • Reduced risk of error and slippage in time as our robust process ensures that the signs are designed, approved, manufactured and installed in an efficient manner. • In the unforeseen event that an issue arises we will not walk away from the project and will resolve issues to your satisfaction. • This establishes clear communication lines and reporting to all stakeholders in the project. • Reduces amount of re-work and increases accuracy of design drawings resulting in lower risk of errors as there is a single point of truth in the manufacturing drawings used for manufacture.

“ GREAT COMMUNICATION AND BRAND PROTECTION FOR YOU ARE AT THE ESSENCE OF OUR PROCESSES”

Price	Value to you
<ul style="list-style-type: none"> • We believe our pricing will reflect our desire to be a part of this project. 	<ul style="list-style-type: none"> • “You have my commitment that the Sign On Group is very keen to do this project with you and will invest whatever time and resources required to ensure that the project is successfully delivered on time and on budget.” <p>Robert Kelly Sign On Group Owner July 2023</p>

“YOU WILL GET GREAT SIGNAGE AT A FAIR PRICE”

Sign On On Boarding process	
<ul style="list-style-type: none">• Step 1 (Within first week of appointment)• Step 2 (Within first week of appointment)• Step 3 (Within second week of appointment)	<ul style="list-style-type: none">• Agree clear reporting timeframes project plan, personnel and templates including escalation points.• Prepare draft reporting templates for approval• Circulate the above to relevant stakeholders

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Sign On Company Details



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The Sign On Group has been an institution of the Western Australian signage and design industry for over 40 years and comprises the following brands.

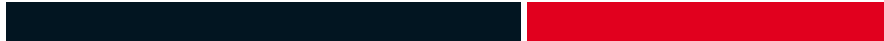
- Sign On
- Signmasters
- Palmer Signs
- Rainbow Signs
- Perth City Signs

As one of Perth’s oldest sign companies, the reason for our success is the quality of our design capability and signage manufacture and installation. Sign On and its staff have extensive experience with large projects and multi level fitouts. This broad experience enables us to comprehensively understand the risks and rewards associated with projects like yours. We can only expect to gain your trust and provide value in your project if we understand your organisation and industry.

A selection of our recent clients and projects to support this position is outlined below.

City Skyline Signage:	Office Fitouts:	Pylon Signage:	Recent Council Works:	Directional Signage:
Bankwest	Mineral Resources	Bulkiplex	City of Swan	Curtin University
Macquarie Bank	ABN Group	- 12m pylon refurbishment	City of Perth	Treasury Building
Lavan	IAG Limited	Primewest Armadale Road	City of Joondalup	Augusta Lighthouse
HSBC	VGW	- 12m pylon refurbishment	Town of Cambridge	Tradewinds Hotel
Campus	KPMG	Kwinana Supercentre	City of Melville	Oakover Grounds (Houghtons)
ABN Group	Macquarie Bank	- 12m pylon fabrication	City of Karratha	Swan Valley Vineyard
Bank of China	Rio Tinto	1234 Albany Highway	City of Canning	Claremont on the Park
Lycopodium	McDermott	- 6m pylon fabrication	City of Fremantle	Sandalford Vineyard
Norman Waterhouse	55 St. Georges Terrace	ALDI Distribution Centre		Perth Racing Ascot (re-branding)
Hilton	8 St. Georges Terrace	- 12m pylon fabrication	Brand Rollouts:	Georgiou Group
BDO	AAT	Toyota Dealerships	TELSA Australia	Perry Lakes redevelopment
	CSIRO	- 4m / 6m pylon fabrication	ALDI	Welsey College
Building Signage:	Anglo Gold	C Y O'Connor	Dominos	Aquinas College
Treasury Building	Suncorp Bank	- Digital pylon	LJ Hooker	
Tradewinds Hotel	Sheriffs Court	Welsey College	Quest	
Dale Alcock Homes Central Building		- Digital monolith	Suncorp Bank	
Homebuyers Centre Building			Toyota	
Sail & Anchor Hotel Fremantle			Woolworths	
Leederville Hotel			BWS	
Bassendean Hotel			Target	
999 Hay Street				
Rydges Hotel				

The SIGN ON Group are WALGA accredited

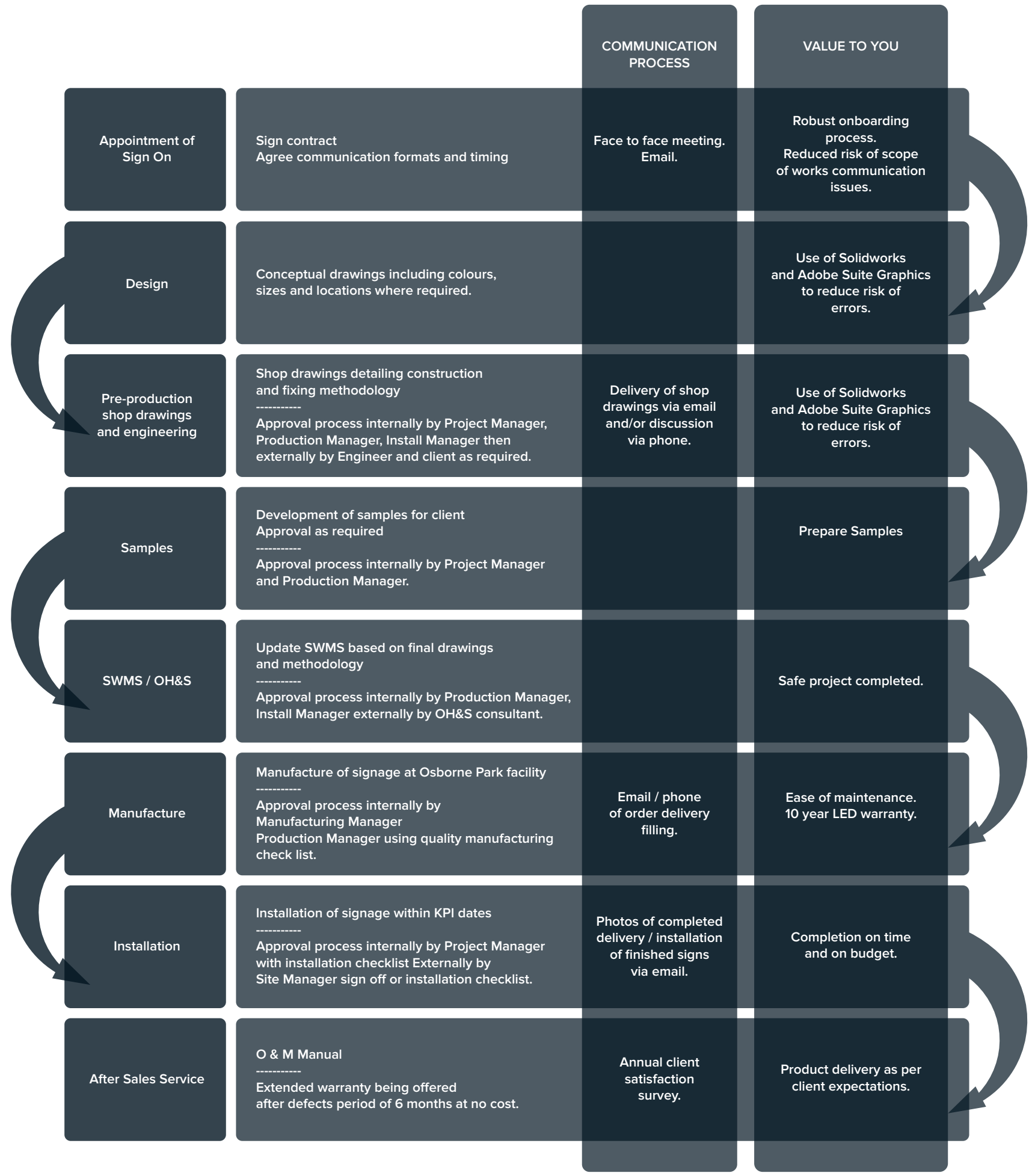


Capabilities Document
Proposed Project Methodology



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The SIGN ON process.
In order to deliver top quality signage,
the following high level process is
adopted by our highly experienced
team for every job.



Capabilities Document
Sign On Company Experience



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SIGN ON safety processes and procedures

At the Sign On Group, safety management is a shared responsibility. Management are accountable for providing a healthy and safe workplace for employees and contractors so far as is practicable, providing adequate resources to meet health and safety objectives and for implementing safety strategies. Employees and contractors are responsible and have a legal duty to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person. All Sign On employees and management are responsible for the identification and management of workplace hazards and for consulting and communicating about safety to support continual improvement.

Sign On is committed to:

- maintaining the health and safety of its people;
- the systematic management of hazards and safety risks to reduce incidents and minimise workplace injury and illness; procurement, maintenance and use of equipment, plant and substances which do not expose people to hazards; consultation and engagement with all stakeholders;
- providing training and information to support people adopt and maintain safe systems of work;
- a continuous improvement approach to safety including periodic review of its safety management system; identifying roles and responsibilities of key stakeholders in workplace safety across its operations; complying with relevant safety legislation, standards and other requirements; and
- setting measurable objectives and targets to ensure continued improvement aimed at elimination of work-related injury and illness.

Field Services teams certification include but not limited to:

- White Card
- High Risk License
- Working at Heights

Regular toolbox talks are provided by our General Manager to all staff to update on latest legislation and safe working practices. Our external field services staff are regularly monitored, and site audited to ensure compliance with all OH&S Legislation. We provide SWMS and SMP as required.

COVID-19 Worksafe Practices Adopted.

Sign On have implemented COVID-19 worksafe practices to ensure the safety of you and our staff.

We are happy to share what we are doing with you in due course and will abide by any site requirements

SIGN ON safety processes and procedures

Specifically in relation to your sky signs we would undertake the following

We will provide site specific SWMS for installation which would include but not limited to

- Loading signage
- Travel to site
- Assessment of surroundings
- Execution of task
- Clean down stow away – rubbish removal
- Return to factory

This SWMS will be approved by our safety consultant Peter Thomas

We will provide a QMS for delivery of product to the depot would include but not limited to

- Checking against approved shop drawings
- Wrapping of products
- Creation of delivery and dispatch notes
- Time sensitive delivery with approved couriers
- Communication with expected delivery time

We are also happy to provide you with the following documents if required;

- Macquarie example SWMS
- Our COVID-19 Policy and Procedures
- An example Quality Management template
- An example Safety Management Plan

Capabilities Document
Environment, Warranty and Insurance



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Environment

Sign On is committed to

- The ongoing nurturing and development of our staff to understand potential to impact and also protect and care for our environment.
- Ensuring compliance with all local and national legislation and try to exceed good environmental practice.
- Designing and manufacturing signage within a Product Lifecycle Process
- Working with our supply chain to ensure they also operate good environmental practice and behave in an environmentally responsible manner.
- Creating a cleaner and greener environment and the practice of Reduce, Reuse and Recycle
- Monitor, evaluate, recommend, action and continually improve upon our environmental management processes.

Quality & Warranty

It is our intention to provide the highest levels of quality in delivering customer service and product and all staff are responsible for maintaining these levels.

We are fully committed to a continual improvement programme in quality management.

Because we value our customers, we strive to exceed customer expectation and have established a quality management system which provides a framework to measure and improve our performance.

At Sign On we promise to:

- Guarantee that all materials and products manufactured and used on our projects as part and / or full requirements of a signage package -
 - Comply with all relevant legislation, Australian Standards, Council Laws and conditions of approval relating to the requirements for the signage program,
 - All items have been installed in strict accordance with manufactures instruction, and any engineer certification
- Train and develop our staff.
- Continually invest in the latest technology and champion best practice
- Regularly gather and monitor customer feedback.
- Hold management review meetings on customer feedback and implement change
- Regularly audit our internal processes
- Measure quality objectives that reflect long term business goals
- Monitor and measure the performance of our raw materials supply chain.

Insurances in Place

Type	Insurer	Policy Number	Value	Expiry Date
Public Liability	CGU	10M6924468	20,000,000	30 June 2024
Product Liability	CGU	10M6924468	20,000,000	30 June 2024
Professional Indemnity	CGU	06MIS1955035	20,000,000	30 June 2024
Workers Compensation	CGU	WC09812087	50,000,000	30 June 2024

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History of Works



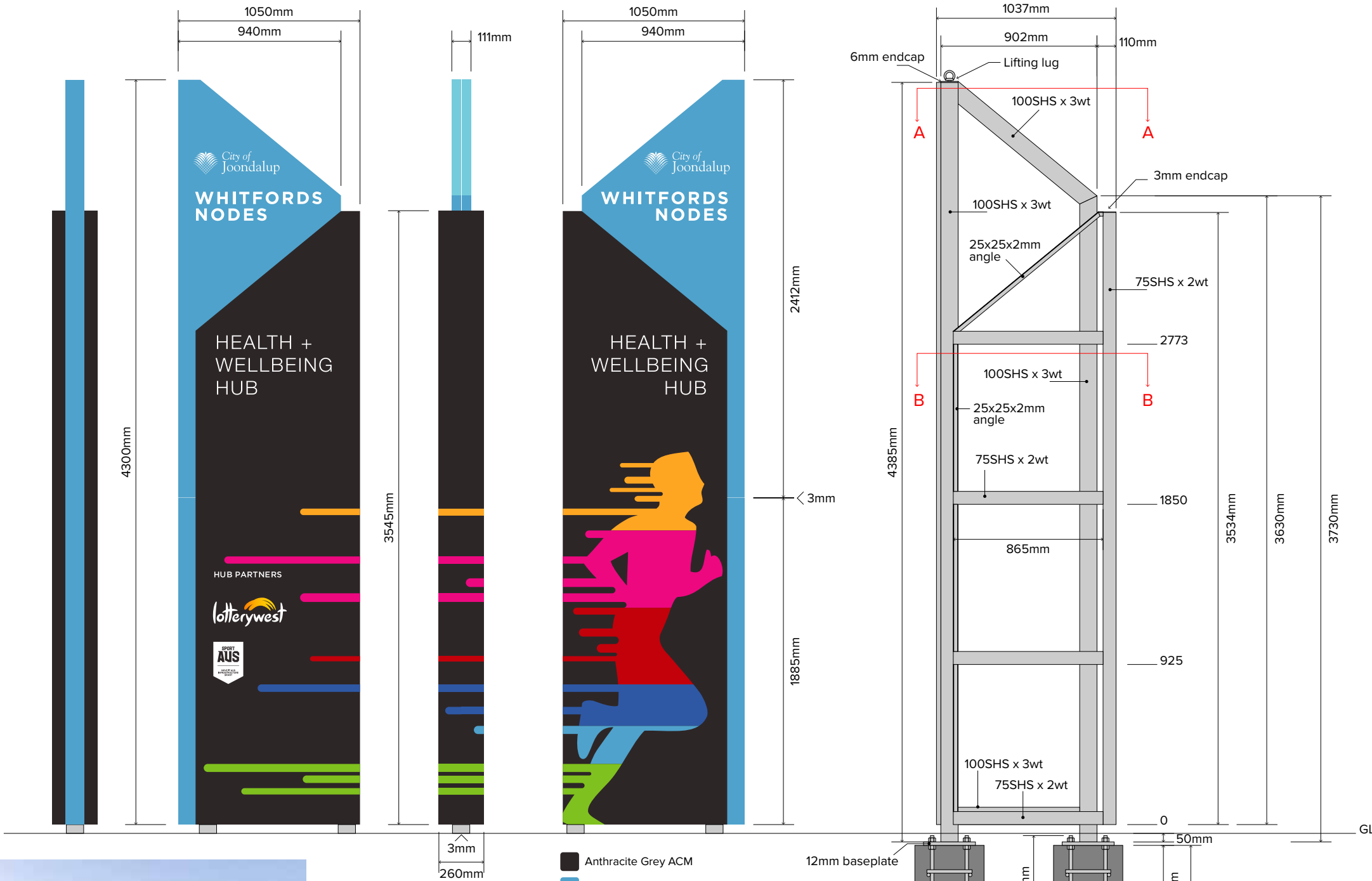
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Project
Sunset Heritage Precinct

Photos courtesy of Turner Design

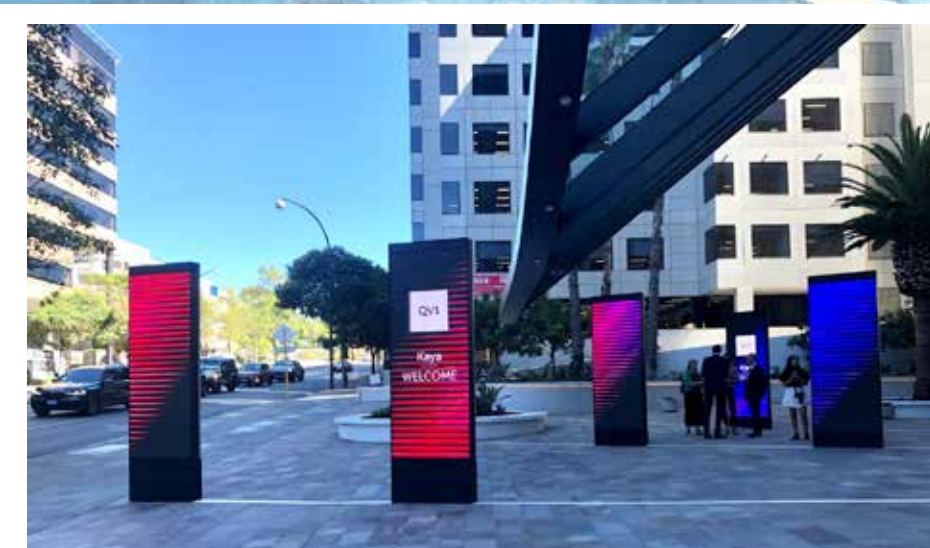
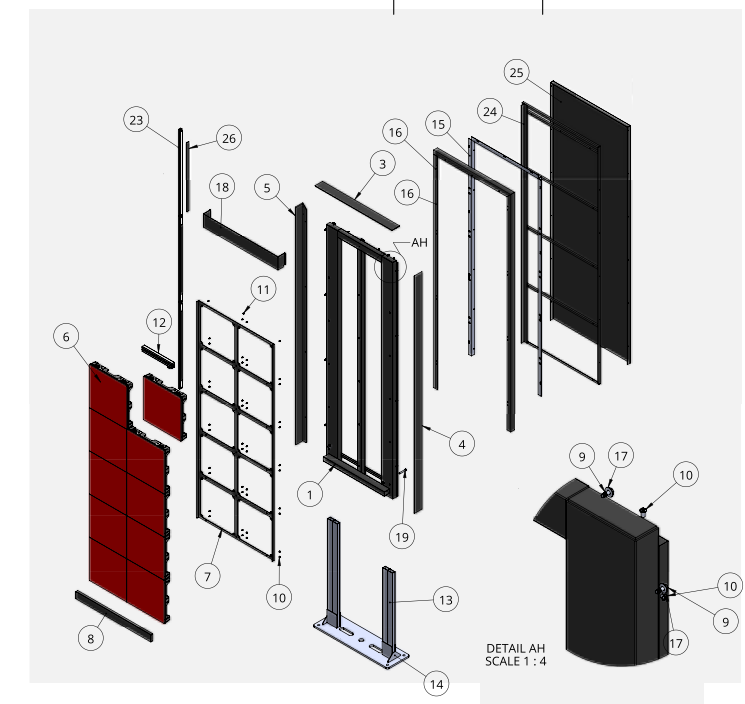
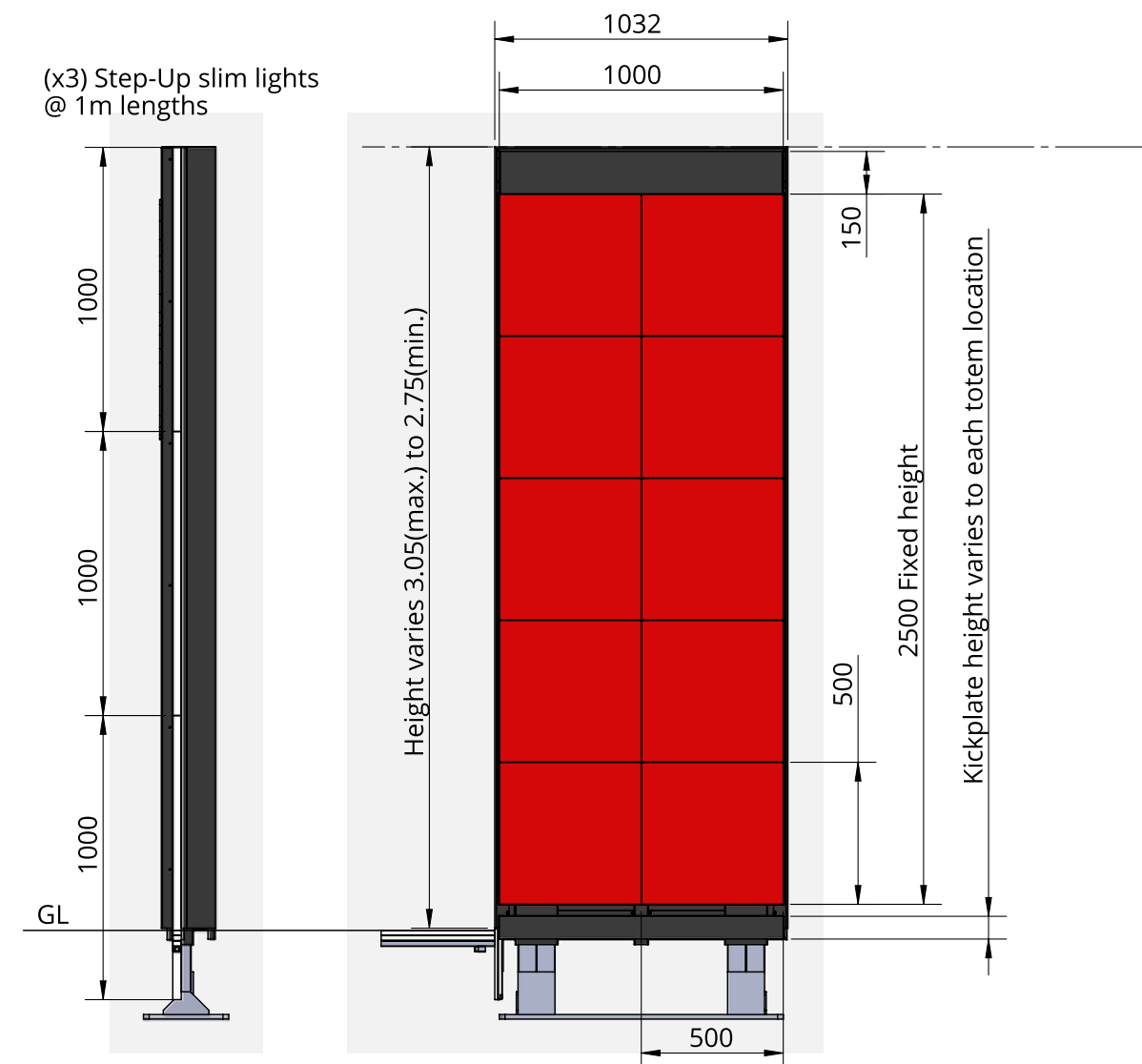


Sign On Whitfords Nodes



Sign On
QV1 Digital Art

Artwork concept by Brett Nannup / Artify
Sign design, construction and installation by Sign On



Project
ALDI



Project
BWS



Project
TESLA Perth



Project
TOYOTA



Project
QUEST Apartments



Project
Mineral Resources Office Fitout



Project
Mineral Resources Office Fitout



Sign On
Rio Tinto



Project

Walyalup Civic Centre - Fremantle

Photos courtesy of Turner Design



Project
Brightwater Inglewood

Photos courtesy of Turner Design



Project
ABN Office Fitout



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Various Projects



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Thank You.

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