



EQUATE Petrochemical Company's Attachment Terms & Conditions

Internship requests should be submitted two months prior to the actual starting date.

Requirements

1. Priority for Kuwaitis.
2. Student is in their graduation year or is part of their set curriculum.
3. Minimum GPA of 2.8 out of 4.0 for University graduates and 2.5 out of 4.0 for PAAET graduates.
4. Detailed Academic Transcript including subjects and GPA.
5. Engineering in Science will be accepted not Technology.
6. Clearance from Shuaiba Authority is mandatory.
7. The student must provide evidence of personal insurance coverage for training or working in the oil sector.

Internship Norms

1. EQUATE Environment, Health & Safety (EH&S) requirements must be followed during the entire internship at EQUATE.
2. Intern must be accompanied by an EQUATE employee when at the plant.
3. Punctuality in attendance to and departure from EQUATE's premises must be maintained during the entire internship as per the attachment training hours.
4. Any type of absence must be reported to the focal point at EQUATE.
5. Smoking is strictly prohibited within EQUATE premises with the exception of the designated smoking areas.
6. Driving inside EQUATE plants is not allowed without permission from EQUATE EH&S.
7. All interns must be dressed appropriately at EQUATE. For trainee safety, short sleeve and sleeveless shirts, skirts, shorts, and national dress (DISHDASHAH) are not allowed.
8. Performing any plant related work and activities is strictly forbidden.
9. Using appropriate Personal Protective Equipment where applicable.
10. Trainee who fail in preserving their obligations with regard to punctuality, attendance, conduct, behavior and safety will be discontinued from the attachment program at EQUATE.
11. Laptops, cameras and cellphones are not allowed in EQUATE premises.
12. EQUATE confidential information and data must not be shared with any third party and each intern shall sign a proper undertaking for Secrecy/Non-Disclosure before the starting any Internship Program at EQUATE.

Name as per the Civil ID:

Signature:

Date:



Attachment Request

Attachment Details		
Organization requesting the attachment	Inter Name (as per the Civil ID)	Intern contact number
Purpose of Attachment		
Planned Date (From & To)		
Planned Duration	<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall	
Trainee's Details		
Nationality	<input type="checkbox"/> Kuwaiti <input type="checkbox"/> Other	
Academic Major (and minor if any)		
GPA %		
Focal Point at the Organization requesting Attachment		
Name	Position	Contact Details (Email & Number)
EQUATE Focal Point		
Name	Position	Contact Details (Email & Number)
Hamad Al-Sayegh	HR – ILT Administrator	alabduhn@equate.com +965 9923 5118



Assignment Details	
Learning Objectives to be covered during the Attachment:	
Specific Skills and tasks to complete during assignment (E.g. at the end of the assignment the trainee will be able to include technical, professional, relations ... etc.)	

To process the internship request at EQUATE, the below information and documents are mandatory:

- Intern colored Copy of Civil ID (front & back).
- One photograph of the intern.
- Copy of Attested Academic Transcript.
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Received Name by:

Emp#:

Signature:

Date:



Declaration on Accuracy of Information:

I the undersigned (name as per the Civil ID) confirm that all of the information and statements in this application are accurate and true and I fully understand that any false or forged information/document shall lead the termination of my attachment at EQUATE.

Health status:

Do you have any health condition?

Yes No

If yes, please mention in detail:

Do you take any medicine currently?

Yes No

If yes, please mention in detail:

I the undersigned (name as per the Civil ID) hereby confirm that EQUATE Company will not be responsible if anything happens to me in their office/plant site due to illness or otherwise.

Insurance Coverage:

Are you personally insured to be trained or work in Oil Sector?

Yes No

Media Coverage Agreement:

Do you grant permission to EQUATE Petrochemical Company irrevocable and unrestricted right to reproduce the photographs and/or video images taken of me for publication, promotion, illustration, advertising, or trade, in any manner.

Yes No

Undertaking of Secrecy/Non-Disclosure:

I hereby acknowledge that all information revealed to me during my attachment at EQUATE is privileged, confidential and may not be disclosed for any reason whatsoever. I hereby undertake not to share, disseminate, distribute or copy any such information for any purpose whether during the attachment or thereafter and I hereby accept all responsibilities arising from any violation to this undertaking including any related penalties or indemnification.

Name as per the Civil ID:

Signature:

Date: