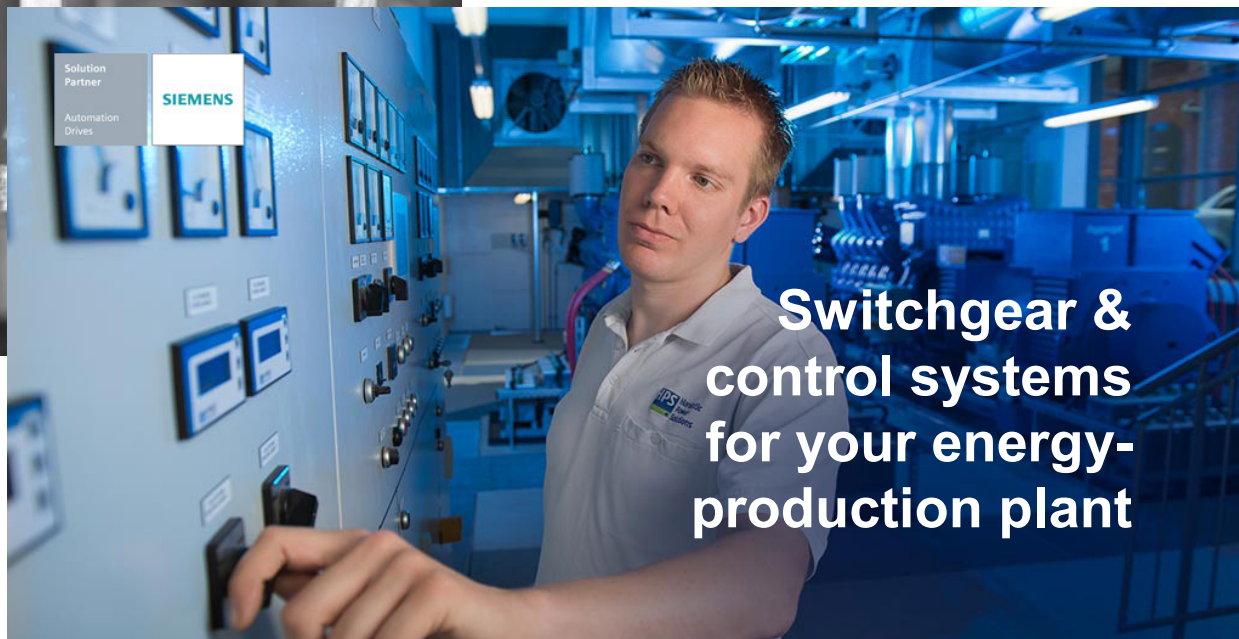




**Hanseatic
Power
Solutions**



Solution
Partner

Automation
Drives

SIEMENS

**Switchgear &
control systems
for your energy-
production plant**

Management Handbook

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1 Binding declaration

The company management of

Hanseatic Power Solutions GmbH

(hereinafter referred to as HPS) hereby confirms the introduced integrated management system and brings this into effect together with all resulting documentation.

The integrated management system is valid in all functional areas of the company at the location in Norderstedt and considers all relevant, binding obligations from internal and external parties. All persons who are active on behalf of HPS are obligated by the company management to act in the interest of the company and its company policy.

The documentation describes - on the basis of

DIN EN ISO 9001

and

DIN EN ISO 14001

- the integrated management system applied in order to ensure consistently high quality and comprehensive environmental protection, with the scope of validity comprising the:



Engineering, manufacturing and service of energy control systems and switchgears.

The engineering and manufacturing of energy control systems and switchgears at the location in Norderstedt includes:

- Controls and control systems
- Switchgears
- Automation

as well as the development and production of:

- Protective devices
- Control and regulation devices
- Function devices

The service of energy control systems and switchgears includes:

- Commissioning, commissioning support
- Fault analyses
- Retrofit, modifications, expansions, spare parts supply
- Repairs, maintenance, tests (e.g. network protection test)
- Remote maintenance, telephone support
- Training

Integrated Management Handbook

The company management provides the materials and human resources required in order to implement and constantly improve the management system.

The documentation is valid in all functional areas of the company. All employees are obligated by the management to act in accordance with the available superordinate integrated management handbook and all further applicable documents.

The processes stipulated and agreed in the documentation have been put into proper effect and apply on a binding basis for all employees.

We and our employees undertake to constantly improve quality and environmental protection within our company.

Norderstedt, March 2021

Company management



2 Company profile

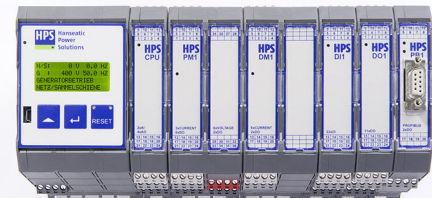
2.1 Company description

HPS was founded in February 2009 and meanwhile employs more than 70 staff members. Management and employees have in parts already been working with each other for decades and are widely experienced in this business field. We are a future-proof company in the power generation and distribution sector.

Our business objective is the production of controls for the power generation and distribution sector. We plan and design at customer demand. Qualified engineers and technicians check these demands from the very beginning to ensure feasibility and plausibility. We compile risk analysis regarding technics, schedule and finances and advise our customers during implementation.

Highest quality standards in supplier selection as well as regular product innovations are part of our prime corporate missions in order to satisfy our customers' requirements on a long-term basis.

Production in-house, including with our own mechanical workshop, is a guarantee for the quality seal "Made in Germany" and it ensures our independence from external service providers. By testing the finished systems in our own test facility, we ensure comprehensive functionality with delivery and commissioning on site. Our service team completes our programme, with assembly, commissioning, maintenance and repairs.



2.2 Company policy

Mission

Hanseatic Power Solutions GmbH offers the planning, manufacturing of and service for switchgears and control systems for energy production and distribution of highest quality. We are a dedicated and reliable partner and offer solutions with maximum safety, based on newest technology standards, innovative and custom-made. Our highly qualified, motivated and flexible staff provides this worldwide.

Vision

We are a future-proof company in the power generation and distribution sector.

Our values

- Loyalty to our customers and the target, to find individual and optimal solutions, are supported and animated by all our staff. Short-term reaction, qualified support and friendly cooperation self-evident.
- Our products and services are being planned and engineered on high level quality standards. Good, fast and flexible service belong to it as well as adherence to schedules and delivery reliability.

Integrated Management Handbook

- Qualification and experience are core values for our high quality products.
- We challenge and support our employees and offer development options, long-term perspectives and safety. We follow a management style of open and true communication, team orientation as well as mutual respect.
- We encourage our staff to take on responsibility. This also applies to their own performance as well as to the product produced.

Environmental policy

- *Environmental impacts:* We regularly assess all of our operational activities and processes for their environmental impacts, as well as energy and resource consumption, to avoid or minimise any negative impacts, in order to protect the environment from damage and deterioration resulting from our activities, products and services.

Our aim is to protect the environment and avoid pollution.

- *Binding obligations:* We undertake to comply with the valid environmental regulations. We determine and evaluate our binding obligations with regards to interested parties and undertake to implement the operational processes in accordance with these binding obligations.
- *Checking and improvement:* Compliance with the environmental policy is checked and evaluated regularly. We set ourselves specific goals for the ongoing improvement of our environmental performance.
- *Employees and suppliers:*
 - All employees are required to act with environmental awareness. The sense of responsibility is promoted at all levels.
 - We encourage our suppliers to become aware of their responsibility for environmental protection and to accept this responsibility.

2.4 Communication

At HPS, differentiation is made between internal and external communication. Internal communication is ensured in particular through regular employee meetings and short command chains.

All employees communicate externally within the framework of customer and supplier relationships.

Special occasions on which external communication is required, e.g. communication with the authorities, media and interested public groups regarding environmentally-relevant issues, are the domain of the company management alone.

Communication in case of emergencies is stipulated in corresponding operating instructions and emergency plans.

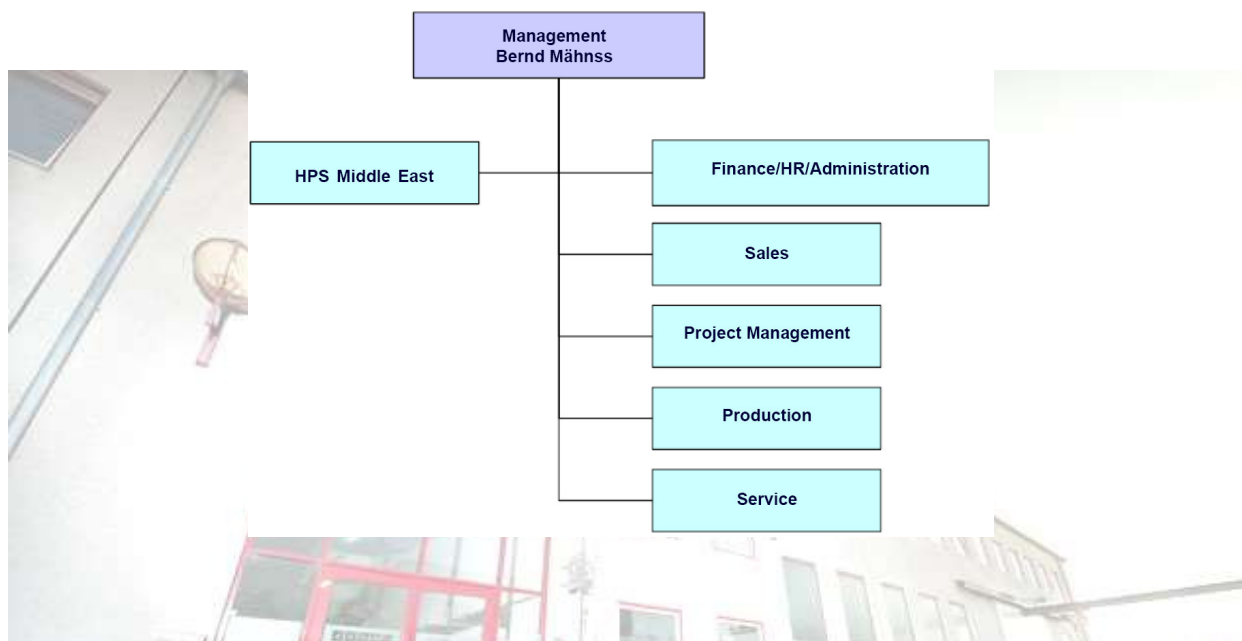
External communication of environmental aspects does not currently take place.

3 Organisational structure

3.1 Responsibility and authority

The functional areas, responsibilities and authorities of managerial, operational and test personnel are stipulated in the integrated management system, for example in the organisation chart, the function descriptions and the process instructions. The respective managers are responsible, in cooperation with the process owners, for ensuring that the employees are aware of the specifications in the documentation relevant to their area of responsibility, in order to simplify efficient quality and environmental management.

3.2 Organisation chart



3.3 System of inspectors and representatives

The following inspectors and representatives have been appointed by HPS in writing:

- Quality and environmental manager (QMB/UMB)
- Safety expert (SiFa)
- Company medical officer (BA)
- Safety officer (SiBa)
- Waste and energy inspector
- First Aid Team
- Fire Protection Team
- Data Protection Officer

4 Process organisation

4.1 Applicability from the perspective of ISO 9001

The standard chapter 8.5.1 f) “the validation...” from ISO 9001 is not applicable from the perspective of HPS and is evaluated as not relevant.

4.2 Environmental and safety-related classification from the perspective of ISO 14001

Observing and complying with the existing local environmental and industrial health and safety laws constitutes a minimum standard for our company. The environmental and industrial health and safety regulations relevant to HPS are determined and updated regularly via the legal sources register stored in the software tool “IPIQ®”. Similarly, continuous legal source maintenance also takes place via “IPIQ®”, whereby any possible action requirement on the part of the company is determined and assured.

Internal provisions (work, operating or process instructions) for environmental protection and industrial health and safety are documented and stored or displayed at designated locations inside the company.

The responsible employees and the health and safety expert monitor compliance with the environmental protection and industrial health and safety provisions. The monitoring of systems and equipment takes place in accordance with corresponding test plans in the software tool “IPIQ®”, in which the dates for monitoring activities and any necessary measures are stipulated.

No systems / equipment operated within the company are requiring approval per the Federal Pollution Control Act. Approvals from other legal sectors are also not relevant. HPS is a tenant within the building and does not own any property.

As the manufacturer of control systems for energy production and distribution, the significant environmental aspects are limited to energy supply and consumption, as well as the use and disposal of packaging materials. Irrespective of this, we have identified environmental aspects that are directly and indirectly relevant for our company and we evaluate these constantly.

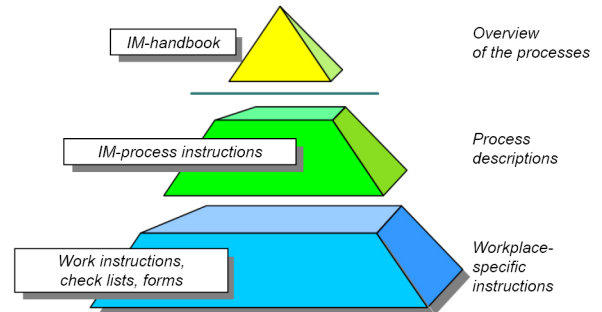
4.3 Layout of the documentation

The complete management documentation is made available to the employees via software tool (“IPIQ®” and/or intranet) and can be viewed on all PCs in the company with the user rights assigned. Furthermore, selected documents are also handed out within the company in paper form.

Integrated Management Handbook

Access to every system-relevant document of the management system is guaranteed via the “IPIQ®” user interface “process management”, as well as a corresponding server directory structure (QM-Dokumentation Q:\Freigegeben). The management documentation is organised into the following fundamental parts:

- Handbook (including annexes)
- Process organisation with process instructions, work and operating instructions
- Organisational structure (organisation charts, function descriptions, appointment letters, etc.)
- Further applicable documents (checklists, forms, etc.)



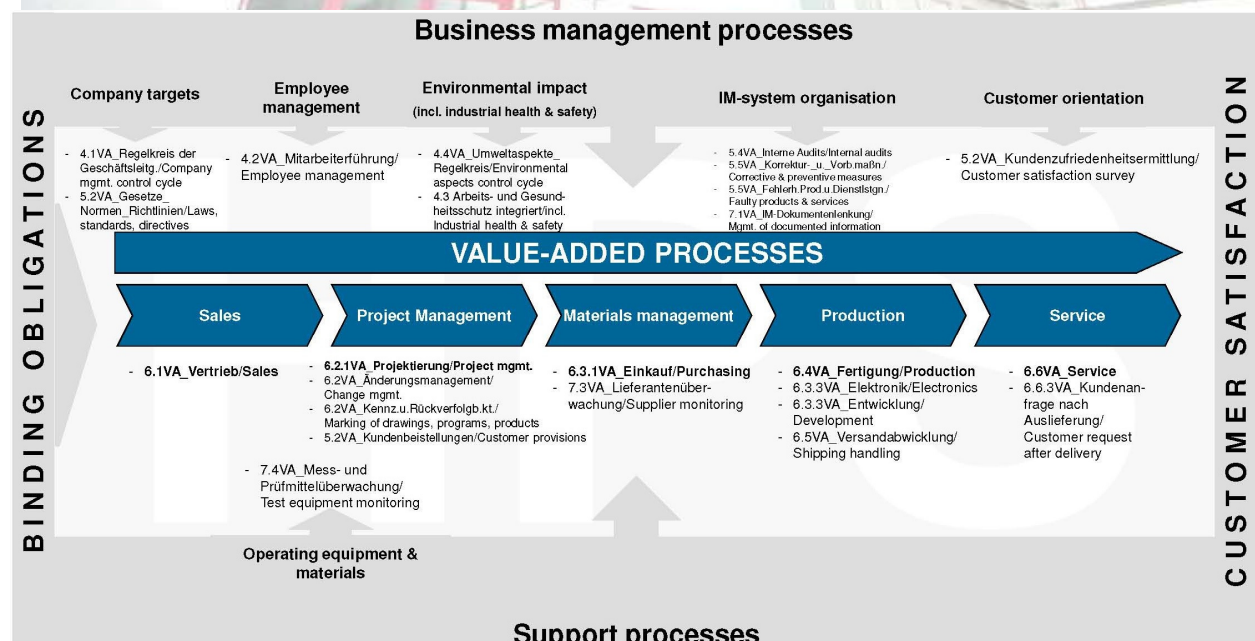
4.4 Process orientation

In order to present our actions in a transparent way, our operational processes from the quality, environment and industrial health and safety areas are set out in processes.

The process-orientated approach forms the basis for our integrated management system and is divided up into

- Business management processes
- Value-added processes
- Support processes

The relevant process sequences are presented in the process map and described in the associated process and work instructions.



5 Contact Persons

The management team is available to you for any questions and comments you might have.



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