

Quality Management Plan

ECNeumann

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1. THE ENGINEERING OFFICE ECNEUMANN

The engineering office ECNeumann was founded on 01.03.2000 by Paul Günther Neumann. In the past 36 years up to 1999, the founder had been able to gain intensive experience, starting as a fitter & welder via outdoor studies to become a Diplom Engineer for mechanical engineering and as a welding engineer / EWE & IWE, which now form a firm basis of the engineering office. In addition, he is a certified specialist for pressure vessels and pressure pipelines.

The following areas are included in the range of services:

- Since the existence of the engineering office, the following activities have been carried out, which can be highlighted due to their success:

- Piping calculations for a steel plant in Brazil including welding calculations

- Piping calculations for a waste incineration plant in Germany

- Arranging and cataloguing technical documents that were stored in boxes in a room up to the ceiling in order to be able to submit them to the TUEV for approval

- Contractually bound as Project Quality Manager for the Babcock project Elbistan Power Plant 4 Boiler

- Contractually bound as Project Quality Manager for the GE project Turbine-power increase in Bitterfeld, Germany

- Contractually bound as Project Quality Manager for the Eskom power plant project Medupi in South Africa, which was to become the world's largest coal fired power plant at that time
- preparation of expert reports for various industries and various companies, which were observed by the courts

- Manufacturer audits for more than 100 satisfied clients

Since 2012, conducting more than 2400 quality inspections in various industrial fields:

- New power plant construction– all equipment

- Power plant maintenance – all equipment

- Refineries – all equipment

- Oil and gas sector– all equipment

Accordingly, the range of services is also relatively wide:

- Carrying out supplier audits

- Carrying out quality inspections in almost all industrial sectors within Europe,

- With the exception of aircraft construction, vehicle construction, construction engineering, electronics and the health care

- Consultant in all quality-relevant areas

- Preparation of expertises for almost all areas of the metal processing industry

- Collaboration in projects as project manager in the above-mentioned areas

The owner of the engineering office usually works as a self-employed independent engineer

In order to keep the costs of the client as low as possible for assignments in other countries, the engineering office has a pool of experienced, independent inspectors at its disposal.

The aim of the engineering office's work is to support the customer in the procurement of the required equipment with its experience in such a way that the customer receives the product manufactured to the appropriate standards

Gathering experience and new developments never ends, at any age. For this reason, further training is an essential part of the company's philosophy.

Compliance with the standards agreed upon between the customer and the manufacturer is checked most rigorously during quality inspections.

Non-compliance with these specifications / standards, for whatever reason, will automatically result in punch points, which will be brought to the manufacturer and the customer, and the execution will be strictly checked.

2. CUSTOMER ORIENTATION

Based on the principle that the customer is entitled to the best quality of his ordered product, the engineering office supports the customer in monitoring that agreed standards and specifications are met by the manufacturer. It sees itself as the customer's eyes and ears.

For this reason, discussions are held with the customer as early as the order phase in order to identify key points that enable me to influence the quality of the product in good time, even during the manufacturing phase.

The customer's specifications are, for whatever reason, very often a collection of specifications that are compiled and manifested by different employees of the customer and handed over to the manufacturer as the basis of his production with the contract. One of my office's main tasks is to point out any overlaps to the client, but also to explain to the manufacturer the main points to be derived from them. This applies to any production monitoring.

Manufacturer technologies/procedures that have not yet been tested by the customer are discussed with the manufacturer and handed over to the customer for testing, possibly with instructions.

Intermediate steps such as running tests, pressure tests, laboratory tests are checked for compliance with the specified values, whereby any deviations are only permitted within approved ranges.

In the case of an assignment as project quality manager by a client, the founder of the engineering office sees himself as a representative of this client and represents a clear position on quality issues for the benefit of the client.

3. COOPERATION WITH OTHER ENGINEERS / INSPECTORS – FREELANCERS

Depending on the scope of an enquiry, f.e. as a complex enquiry, there is a need for the engineering office to cooperate with other engineers.

These are usually freelance engineers who have an appropriate background for the project at hand and who have been known to the owner of the engineering office for a long time or with whom he has been able to gain joint experience. The willingness to work according to this quality system is not only obtained verbally, but compliance is checked in daily discussions. The owner of the Engineering office provides help and support, but also shares his experience.

4. EXTERNAL PRESENTATION

In addition to the daily work, a website that is regularly maintained is part of the professional presentation of the engineering office.

This is: www.ecneumann.de

The corresponding e-mail address: info@ecneumann.de

A list of inspections carried out to date: 'Work History' is maintained quarterly.

Documents of qualifications and further training are deposited on the website.

5. OFFER AND CONTRACT / PROJECT IMPLEMENTATION

5.1 INSPECTIONS

For inspections, there is usually a request from relevant agencies for the engineering office holder's availability for a particular inspection on a particular day.

As the CV is always up to date with the agencies, my name, qualifications and experience are suggested to the client when available.

This holds the possibility for me to focus on certain special areas.

With the confirmation of my availability, I enter into a contract with the agency to control the possible order, which then still requires the confirmation of the client according to the technical rules and the existing specifications of the client.

A detailed final report enables the client to satisfy himself that this commissioned product is being or has been manufactured according to these specifications.

When agencies from other countries enquire, they also ask for a replacement in case I am not available.

Here I can make suggestions from a pool of freelance engineers/technicians, which I have, however, coordinated with the respective specialist beforehand.

When the client confirms this technical specialist, the responsibility does not automatically pass to the TS, but the corresponding final report is then checked by me for accuracy and correctness before being passed on to the client.

5.2 EXPERT REPORT

Commitments for expertises requests by companies are made on the basis of my experience and knowledge.

Only after intensive discussions with the client about all details and special features of the product to be assessed, the time period and of course the price are calculated and handed over to the client in written form, which he accepts as a contract with his countersignature.

Any necessary consultations serve to ensure the quality of the expertise report.

In a final meeting, the expertise report is discussed with the client and also confirmed by the client.

5.3 PARTICIPATION IN PUBLIC TENDERS

Public tenders are subject to a high level of responsibility. Should a tender have found my interest, a team of freelance specialists will be put together in personal talks, who will guarantee the handling of the set task in terms of professionalism and quality.

Should any queries be necessary with the potential client, these will be clarified at short notice either by telephone or in person.

5.3.1 The cost calculation is prepared on the basis of the expected personnel expenditure and possible material costs and sent to the client together with a schedule of task development. The cost calculation is based on extensive experience and fairness towards the client.

The invitation to the confirmation meeting is the responsibility of the eventual client.

Upon confirmation of the cost calculation and the schedule, the assignment will be completed to the full satisfaction of the client. In interim consultations, the processing status is explained in detail to the client, so that the final meeting represents a confirmation of the task solution.

5.3.2 Further participation in public contracts requires the solution of the tender. This in turn requires a team recruited from the necessary specialists.

A cost calculation is prepared, but not yet submitted to the client. This cost breakdown will be one of the bases for selling the client the complete task to be pursued in detail after his confirmation of the task solution.

5.4 WORKING AS PROJECT QUALITY MANAGER

Through various companies, I am also assigned the position of Project Quality Manager. In preparatory personal interviews, the client is convinced whether my professional experience, my knowledge and also my personality fit in with his team. If the requirements match, I am assigned the position of Project Quality Manager by means of a contract. So far, there have never been any premature contract terminations.

6. COMMUNICATION AND INFORMATION MANAGEMENT

6.1 Even though in most cases the inspections are commissioned via agencies certified according to DIN EN 9001. Certified, any questions regarding specifications, dimensional tolerances or similar, which are not explicitly stated, are clarified directly with the customer, in most cases in English. All activities of an inspection are described in detail in the reports, so that the customer can see for himself as if he had carried out the inspection himself.

6.2 When working on projects, I am automatically integrated in the client's communication lines.

7. OCCUPATIONAL SAFETY

Quality and occupational safety go hand in hand, this is the top priority for my activities, be it expertises, project work or during daily inspections.

Personal protective equipment, protective work shoes and, if necessary: hard hat, ear protection, safety glasses and gloves are worn during every assigned inspection in order to prevent our own accidents.

However, occupational safety does not stop here.

At the manufacturer's, apart from the actual inspection - quality acceptance - the manufacturer's work safety is also checked. If there are violations of work safety by workers of the manufacturer, which happened very rarely during my inspections, the work is stopped immediately, the problem seen is addressed and stopped. Such activities are also reported to the client in the report.

In the case of work in projects, compliance with and control of occupational safety is ultimately the responsibility of the HSE manager, and is of course also the focus of my activities at all times.

8. DOCUMENT REGULATION AND ARCHIVING

All documents, certificates and reports related to manufacturer audits, QC checks or similar are stored on 2 external hard drives for 10 years and regularly maintained. Documents in paper form are stored digitally after completion of the order and the document is shredded.

This is for the safety and satisfaction of the client and to avoid documents ending up in landfills and flying around.

With the start of the inspection activities in 2012, annual files were created and the inspections in the respective months were saved with dates on the 2 external hard drives.

9. TECHNICAL DEVICES

During quality controls/inspections, the customer is required not to use his own technical equipment during the inspection, but to use, for example, calibrated measuring instruments from the respective manufacturer. Aids such as torches, magnifying glasses and so on are of course available and used. This also applies to project work. Here, I use calibrated technical equipment from the company for which I am working on the project, as well as equipment that is necessary for carrying out penetrant liquid tests or magnetic particle tests, for example.

10. STRUCTURE AND MANAGEMENT OF THE QM SYSTEM

The QM system was created on the basis of DIN EN ISO 9001 in order to give the customer the security that his ordered products are also tested and accepted by a qualified and experienced inspector according to his specifications and the applicable technical rules and standards.

11. CODE OF CONDUCT

INTRODUCTION TO THE OFFICE CODE OF CONDUCT FOR FREELANCERS

As reflected in IB ECNeumann's goals, vision and values, IB ECNeumann is committed to the highest standards of business integrity, service quality and sustainability.

We are committed to upholding and actively promoting the principles of the United Nations Global Compact in the areas of human rights, labour standards, environmental protection and anti-corruption. These principles reflect universally recognised normative standards such as the United Nations Universal Declaration of Human Rights and the International Labour Organization's Core Labour Standards.

The sustainability and ethical standards to which ECNeumann is committed also extend to our relationships with our freelancers. To ensure that freelancers meet and support these expectations, they are expected to comply with this Supplier Code of Conduct and ECNeumann will monitor freelancers' compliance with the Supplier Code of Conduct.

The general principles of our Supplier Code of Conduct are:

11.1 NATIONAL LAWS AND REGULATIONS

We expect our freelancers to conduct their business in full compliance with applicable laws, rules and regulations and the Supplier Code of Conduct.

11.2 ANTI-CORRUPTION AND FAIR BUSINESS PRACTICES

We expect our freelancers to conduct their business with honesty and integrity and in compliance with all applicable laws and regulations relating to bribery and corruption, including any payments or other gratuities to government officials for the purpose of influencing decision-making, arranging or accepting bribes, giving unfair advantages and gifts and entertainment, fraud and other prohibited business practices.

We also expect them to comply with all applicable antitrust laws and not engage in price fixing, market or customer sharing, market allocation or bid rigging with competitors, and they must maintain confidentiality of required information. The Freelancer must maintain adequate account-

ing and business records and adhere to fair business practices to avoid, among other things, conflicts of interest that could adversely affect the business relationship.

11.3 HUMAN AND LABOUR RIGHTS

We also expect them to comply with all applicable antitrust laws and not engage in price fixing, market or customer sharing, market allocation or bid rigging with competitors, and they must maintain confidentiality of required information. The Freelancer must maintain adequate accounting and business records and adhere to fair business practices to avoid, among other things, conflicts of interest that could adversely affect the business relationship.

11.4 HEALTH PROTECTION AND SAFETY

We expect our freelancers to provide a safe and hygienic working environment and to operate a systematic health and safety management system in accordance with international health and safety management standards, adapted to the size and complexity of the supplier's business.

11.5 ENVIRONMENT

We expect our suppliers to take a precautionary approach to environmental issues wherever possible and to work to minimise the negative impact of their operations, products and activities on the environment.

We expect our suppliers to manage environmental risks systematically and in accordance with international standards.

11.6 MANAGEMENTSYSTEM

We expect Suppliers to implement or establish a management system whose scope relates to the contents of this Scope, or to work within the scope of ECNeumann's management system if they are a sole proprietorship or individual (freelancer).

11.7 INFORMATION PROTECTION AND PERSONAL DATA PROTECTION

We expect our freelancers to actively protect against unauthorized access, use, disclosure, interference, modification, inspection, recording and destruction of information. Freelancers are therefore expected to either establish their own relevant information security policies and procedures or comply with IB ECNeumann's information security policies and procedures.

We also expect freelancers to comply with all relevant laws and regulations regarding the protection of personal data.

11.8 MONITORING AND RIGHTS OF REVIEW

I reserve the right to conduct audits of freelancers and expect them to cooperate openly.

11.9 REPORTING OF MISCONDUCT

I encourage freelancers who believe that ECNeumann or anyone acting on ECNeumann's behalf is engaged in illegal or otherwise inappropriate conduct to report the matter to me. This also applies to any possible breach of this Code.

12. ASSESSMENT AND CONTINUOUS IMPROVEMENT

The QM system is checked either as required - changes in tasks - or during recertification and adapted to the respective changes. This serves to constantly increase the satisfaction of the customer.

More and more, the costs of an inspection play an essential role and it is all the more gratifying when the client addresses my name as inspector via the respective agency.