

## Description of Integrated Management System in ČKD Blansko Engineering, a.s.



Quality Management System  
Environmental Management System  
Safety Management System



Welding Quality

Prepared by: Aleš Skoupý, Head of System Management Section

A handwritten signature in blue ink, appearing to read "Aleš Skoupý".

*Description of IMS is excerpted from IMS Manual (OS I 04-101, Revision state 7-01.06.2010) with Organizational structure. (Revision state 0-01.07.2010) supplemented by Mission, Vision, Strategy and Values (R GR 15/10, Revision state 0-20.04.2010)*

**IMS = QMS + EMS + SMS + WQ**

### IMS - Integrated Management System

QMS - Quality Management System  
EMS - Environmental Management System  
SMS - Safety Management System  
WQ - Welding Quality

The Integrated Management System (IMS) in ČKD Blansko Engineering, a.s. (hereinafter called Organization or Company), respects the requirements of standards ISO 9001:2008 (quality), ISO 14001:2004 (environment), OHSAS 18001:2007 (safety), ISO 3834-2:2005 (welding). The Organization maintains certificates accredited by Bureau Veritas and Tesydo for all standards.

Scope of certification: design, engineering, project, implementation, installation, sale, commissioning, service, testing and measurement of technology for hydro power plants, pump stations, projects of hydro power plants and piping systems.

The basic document of IMS is **Policy of ČKD Blansko Engineering, a.s.**, which integrates **Quality Policy** and **Policy of Environment Protection, Occupational Safety, and Health Protection** (at the end of this document).

The basic description of IMS is included in the IMS Manual, which is used as a general manual defining the Integrated System processes in the Organization and relations among them; and in addition, documented procedures (or references to them) created in the Organization for the Integrated System.

All material and immaterial outputs of the Organization employees' work are defined as a Product.

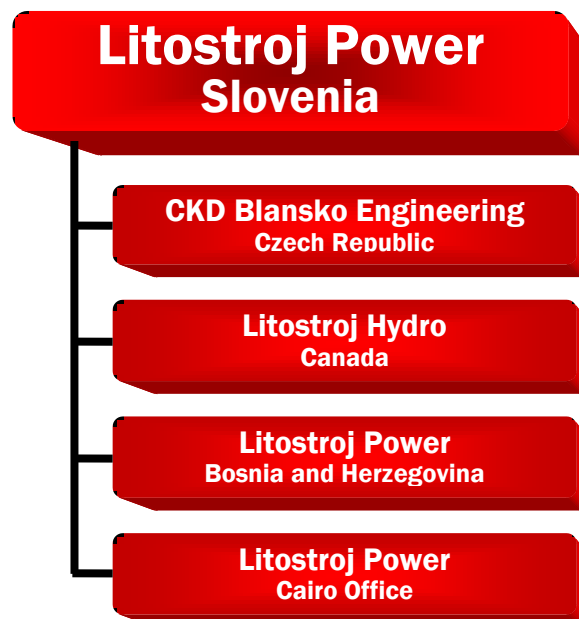
### Basic information on Organization

ČKD Blansko Engineering, a.s. is an independent legal subject incorporated in the Register of Companies administered by Regional Court in Brno, part B, file 2040.

Name:	ČKD Blansko Engineering, a.s.
Registered office:	Čapkova 2357/5, 678 01 Blansko, Czech Republic
Tax identification number:	CZ - 25 30 50 34
Legal form:	joint-stock company

[www.cbeng.cz](http://www.cbeng.cz); [info@cbeng.cz](mailto:info@cbeng.cz); T: +420 533 309 502

The Organization is a part of the international association of LITOSTROJ POWER



## Subject of Business

ČKD Blansko Engineering, a.s. subject of business is:

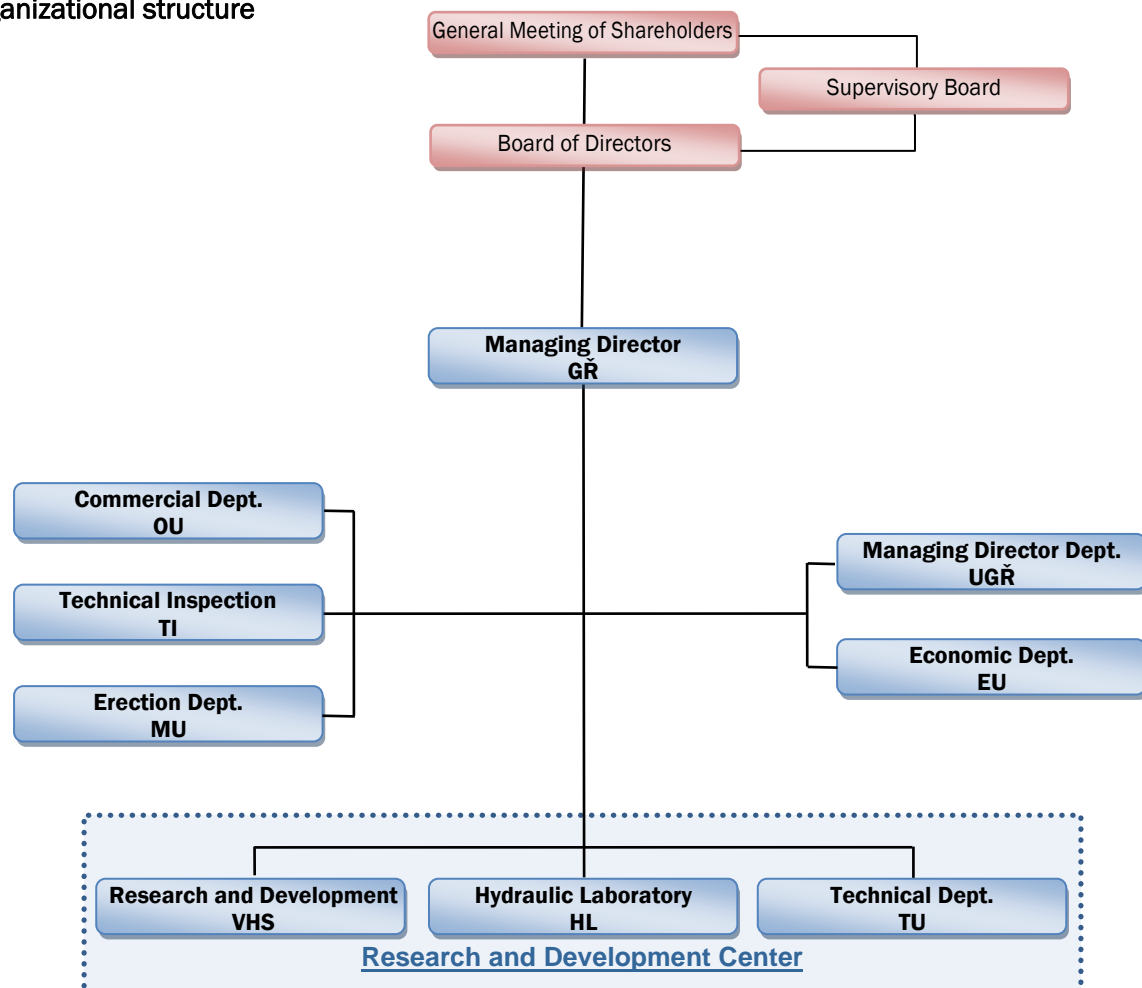
- smithery, tool-making
- construction design
- manufacture, installation, and repair of electric machines and instruments, electronic and telecommunication equipment
- production, trade, and services unlisted in Addenda 1 – 3 of the Trade Act

Areas of activities:

- Fabrication of machines and equipment
  - Services in administrative, services of organizational and economic character
  - Advisory and consulting, elaboration of expert studies and assessments
  - Research and development in natural and technical sciences or social sciences
  - Testing, measurement, analyses, and inspections
- repair of other means of transport and work machines

The Company possesses trade licenses for the particular subjects of business issued pursuant to the Trade Act.

## Organizational structure



## Integrated Management System - General Requirements

The Company has created, applies, maintains, manages, and improves a documented Integrated Management System as per ISO 9001 (QMS), ISO 14001 (EMS), OHSAS 18001 (SMS), and it has also incorporated in the system the welding quality requirements as per ISO 3834-2 (WQ), and continually improves its effectiveness as a device to

- prove its ability to continually fulfill the requirements of interested parties and applicable requirements of laws and regulations at
  - order manufacture, product supply, and service rendering,
  - environmental aspect control of effects of activities, products, and services which can be controlled or influenced by the Company in any way,
  - management of risks of occupational safety and health protection related to activities, products, and services which can be controlled or influenced by the Company in any way

- increase the interested parties' satisfaction by the IMS effective application including the processes of continual improvement, nonconformity prevention, pollution prevention, risk prevention, and achievement of conformity with the requirements of the interested parties and applicable requirements of laws and regulations.

**The Company has designated the following processes as necessary to ensure the Integrated Management System:**

**Realization processes**

- Acquisition of commercial case
- Planning and management of realization
- Design
- Purchasing of goods and services
- Storage, protection, packing, shipping, transport
- Installation
- Handover
- Service

**Control and supporting processes**

- Management of documents and records
- Determination of responsibilities and authorities (including organizational structure)
- Management review
- Planning
  - strategic (including Policies and Objectives, EMS and SMS risks, etc.)
  - of processes:
    - IMS planning
    - Planning of processes for product realization
    - Planning of monitoring, measurement, analysis, and improvement processes
  - products (products, services) – (planning within realization processes)
- Determination, allocation, and maintenance of resources
  - Human
  - Infrastructure
  - Information
  - Finance
  - Work environment
  - Suppliers and partners
- Monitoring and measurement (including analysis)
  - Monitoring of customer's satisfaction
  - Internal audit
  - Monitoring and measurement of processes
  - Monitoring and measurement of product (checking and testing)
  - Control of monitoring and measuring devices
- Non-conformity product control
- Corrective actions, preventive actions
- Improvement

Sequence and mutual effect of the processes needed for the Integrated Management System are defined in the Company organizational documentation.

**Process model** of the Organization management and a **diagram of Realization Processes** are demonstrated in the following two schemes.

The Organization management has the right to decide to use external resources (outsourcing) to ensure any IMS process or its part. Responsibility for the management, control, and results of the process ensured by external resources as well as responsibility for compliance with the customer's requirements, law and other (e.g. technical) directives requirements is borne by the Managing Director or the managing employee who is responsible for the particular activity. The responsible manager shall arrange contractually and materially for the process ensured entirely or partially by means of the external resource meets the rules and aspects designated for this process in the Integrated management system in the Organization, including all records, reviews, verifications, validations, monitoring, ....



# Poslání, Vize, Strategie a Hodnoty

## podnikatelského seskupení Litostrój Power

*Poslanstvo, Vizija, Strategija in Vrednote / Mission, Vision, Strategy and Values*

### Poslání - Poslanstvo/Mission

- Poskytovat lidem elektrickou energii získanou využitím technologie šetrné k životnímu prostředí
- Dodávat spolehlivá technická řešení, zařízení a komplexní služby s respektem k principům trvale udržitelného rozvoje a s ohledem na potřeby a požadavky zákazníků
- Vytvářet příležitosti a příznivé prostředí pro rozvoj potenciálu zaměstnanců.
- Zajistit vysokou návratnost kapitálu investovaného vlastníky
- Propagovat hodnoty, které garantují trvale udržitelný rozvoj.

*Naše poslanstvo je:*

- *Pripeljati ljudem energijo z uporabo okolju prijazne tehnologije.*
- *Globalno zagotavljati zanesljive tehnične rešitve, opremo in storitve ob spoštovanju načela trajnostnega razvoja in ob upoštevanju potreb naših kupcev.*
- *Ustvarjati možnosti in okolje za razvoj potenciala zaposlenih.*
- *Zagotavljati lastnikom čim večji donos na vloženi kapital.*
- *Ohranjati vrednote, ki so skladne s pristopom trajnostnega razvoja.*

*Our Mission is:*

- *To provide people with energy, applying environmentally friendly technology.*
- *To provide reliable technical solutions, equipment and services globally, acting up to the sustainable development principle and considering customer needs.*
- *To create possibilities and adequate environment for the development of the employees' potential.*
- *To ensure high return on capital invested for the owners.*
- *To promote the values consistent with the sustainable development approach.*

### Vize - Vizija/Vision

Staneme se v rámci světového trhu špičkovou společností v poskytování spolehlivých a kvalitních technických řešení, služeb a dodávek zařízení pro vodní elektrárny v segmentu středních instalovaných výkonů. Rovněž budeme nabízet řešení a zařízení pro výrobu elektrické energie z jiných obnovitelných zdrojů.

*Postali bomo vodilna globalna družba, ki zagotavlja zanesljive tehnične rešitve, opremo in storitve za hidroelektrarne srednjih moči ter nudi rešitve in opremo za proizvodnjo električne energije iz ostalih obnovljivih virov.*

*We shall, on a global scale, become the leading company in providing reliable technical solutions, equipment and services for the hydroelectric power plants of a medium-range output. Besides, we shall offer solutions and equipment for power plants that generate electricity from other renewable sources.*

## **Strategie - Strategija/Strategy**

### **Klíčové prvky naší strategie:**

- Zakládání nových společností na hlavních trzích a získávání menších perspektivních lokálních firem.
- Rozvíjení produktů a služeb jejich modernizací a zaváděním nových výrobních postupů, technologií, materiálů a konstrukčních řešení.
- Úzká spolupráce s výzkumnými ústavy a vysokými školami.
- Vytváření pozitivního a produktivního pracovního prostředí, které má příznivý vliv jak na motivaci zaměstnanců, tak na získávání nového vysoce kvalifikovaného personálu
- Cílově orientovaná a flexibilní organizace

*Ključní elementi naše strategije so:*

- *Ustanavljanje novih družb na glavnih tržiščih in prevzem manjših perspektivnih lokalnih družb.*
- *Razvoj proizvodov in storitev s posodabljanjem obstoječih in uvajanjem novih materialov, zasnov proizvodov, tehnologij, in procesov.*
- *Tesno sodelovanje z raziskovalnimi ustanovami in univerzami.*
- *Ustvarjanje prijaznega in vzpodbudnega delovnega okolja za visoko motivacijo sodelavcev in zaposlovanje novih strokovnjakov.*
- *Ciljna naravnost in fleksibilna organiziranost družbe.*

*Key elements of our Strategy are:*

- *Formation of new companies on the main markets, as well as acquisition of small perspective local companies.*
- *Development of products and services by updating the existing and introducing new materials, technologies, product design, and processes.*
- *Close co-operation with the research institutions and universities.*
- *Creation of a positive and productive working environment, which has a favourable effect on both the motivation of employees and the recruitment of new high-skilled staff.*
- *Goal-oriented and flexible organization.*

## **Hodnoty - Vrednote/Values**

**Priority** naší firemní kultury, na nichž se zakládá naše činnost a naplňování Poslání a Vize:

- Úzká a vzájemně prospěšná spolupráce se zákazníkem a uspokojování jeho potřeb - základní principy pro řízení našich činností.
- Trvalá podpora inovacím a podnikatelským aktivitám v souladu s rozvojem průmyslu a procesem globalizace.
- Integrita založená na dobrých a čestných úmyslech, spolehlivosti, dodržování dohod, vysoké kvalitě zařízení a služeb, dodržování zásad obchodní etiky a odpovědného chování zaměstnanců
- Dobré obchodní vztahy se zákazníky, dodavateli, zaměstnanci a vlastníky.
- Aktivní přístup zaměstnanců k vytváření přátelského a podnětného pracovního prostředí
- Individuální odpovědnost za osobní růst a profesní rozvoj

*Prioritete naše organizacijske culture, na katerih temelji naše delovanje in uresničevanje poslanstva ter vizije so:*

- *Osredotočenost na kupca, pri čemer sta tesno sodelovanje, vzajemna korist in obojestransko zadovoljstvo osnovno vodilo našega delovanja.*
- *Nenehno spodbujanje inovativnosti in poslovne iniciativnosti, kakor tudi proaktivnost in pripravljenost na izzive industrijskega razvoja in globalizacije.*
- *Integriteta, ki jo gradimo na dobrih in poštenih namelih, zanesljivosti, držanju obljub, kvaliteti opreme in storitev, poslovni etiki in odgovornem ravnanju vseh naših sodelavcev.*
- *Dobri poslovni odnosi s kupci, dobavitelji, zaposlenimi in lastniki.*
- *Aktivno sodelovanje zaposlenih pri kreiranju prijaznega in ustvarjalnega delovnega okolja.*
- *Individualna odgovornost za osebno rast in strokovni razvoj.*

*Priorities of our corporate culture, which constitute the basis of our activities and our mission and vision fulfillment, are as follows:*

- *Customer focus, with close co-operation, mutual benefit and satisfaction being the guiding principle of our acting.*
- *Ongoing promotion of innovation and business initiatives, as well as a proactive attitude and readiness to face the industrial development and globalization challenges.*
- *Integrity, which is based on good and honest intentions, reliability, keeping the promise, as well as good quality of equipment and services provided the business ethics, and responsible acting of individual employees.*
- *Good business relations with the customers, employees, and owners.*
- *Active involvement of employees in creating a healthy and friendly working environment.*
- *Individual responsibility for personal growth and professional development.*

# Policy of ČKD Blansko Engineering, a.s.

Policy of ČKD Blansko Engineering, a.s. integrates Quality Policy and Policy of environment protection, occupational safety and health protection.

Policy respects Mission, Vision, Strategy and Values of the international business group Litostroj Power, which includes the ČKD Blansko Engineering, a.s.

All employees of the ČKD Blansko Engineering, a.s. are responsible for the compliance with the Policy.

## Quality policy

1. The first task of the Company and of all its employees is to satisfy the customer's requirements and needs.
2. We are a sought-after and reputable supplier, a progressive and dynamically developing Company with committed employees who are able to comply with specialist and moral requirements of our customers and thus provide for high utility value and quality of our supplies and services.
3. We follow ČKD Blansko and Litostroj Ljubljana trade mark tradition in the branch of hydro power plant and hydro project technology. We increase our market share in the strong competition.
4. By an operating integrated management system certified as per ISO 9001, ISO 14001, OHSAS 18001 and ISO 3834-2 we increase the customers' confidence in our products.
5. Reviewing of the Integrated Management System and auditing of its efficiency is among the basic commitments of the top management and all managing employees of the Company.
6. Our Integrated Management System is focused on all departments and activities of the Company and represents an integral part of the Company management.
7. A fundamental criterion of all employees' evaluation and motivation is the quality of their work. One principle applies to all employees:

### To perform the work in time, perfectly, and on the first occasion

8. The unambiguously defined responsibilities and authorities are basic principles of our Company. To improve the work quality is every employee's task.
9. We choose our suppliers based on their compliance with the supply quality criteria determined by our Company.
10. By a systematic complex improvement of the work quality we continually improve the services provided and the quality of equipment supplies, and thus ensure prosperity of our Company.

# **Policy of environment protection, occupational safety, and health protection**

## **We do all we can for a future without a polluted environment**

1. The system of environmental management, occupational safety, health protection, health hazard prevention, fire prevention, and prevention of environment pollution is an integral part of the Company management.
2. Knowledge and observance of legal and other requirements of the environment protection, occupational safety, technological equipment safety, and health protection at work is an integral and permanent part of all processes in the Company.

## **Observance of regulations to ensure the environment protection, occupational safety, and health protection is an important obligation of all employees**

3. We purchase, supply, and introduce to the market environment-friendly and secure products, which represent no danger or minimum acceptable danger for users and for the environment when used in accordance with operating regulations, in compliance with valid standards, and within a normal usability period.
4. Among the activities performed, environmental aspects and safety risks are determined, preventive actions of protection are defined and implemented, and control mechanisms are set of the accepted measure efficiency.
5. A continual improvement of the work environment, significantly encouraging the employees' motivation, performance, and satisfaction, and continual environment improvement corresponds with the requirements of work hygiene, ergonomics, and the environment protection.
6. Health insurance, preventive medical examinations, and provision for medical care are parts of the Company's social policy.
7. Furnishing and application of personal protection devices, work devices, cleaning and disinfection preparations for selected professions are ensured at the Company's costs.
8. A part of the employees' career growth is represented by regular trainings on the environment protection, occupational safety, fire prevention, and training/tests of professional competence.
9. The Trade Union right to inspect the Company employees' occupational safety and health protection is determined in the Collective Agreement.
10. The Company management is responsible for operation of an effective system of environment management, occupational safety, and health protection at work, for regular inspections, observance of safety regulations at work sites, and for continual increase and improvement of the standard of this system.

## **Environment protection, occupational safety, and health protection are priority commitments of all employees of the ČKD Blansko Engineering, a.s.**