

HandBook

QHSE Management System

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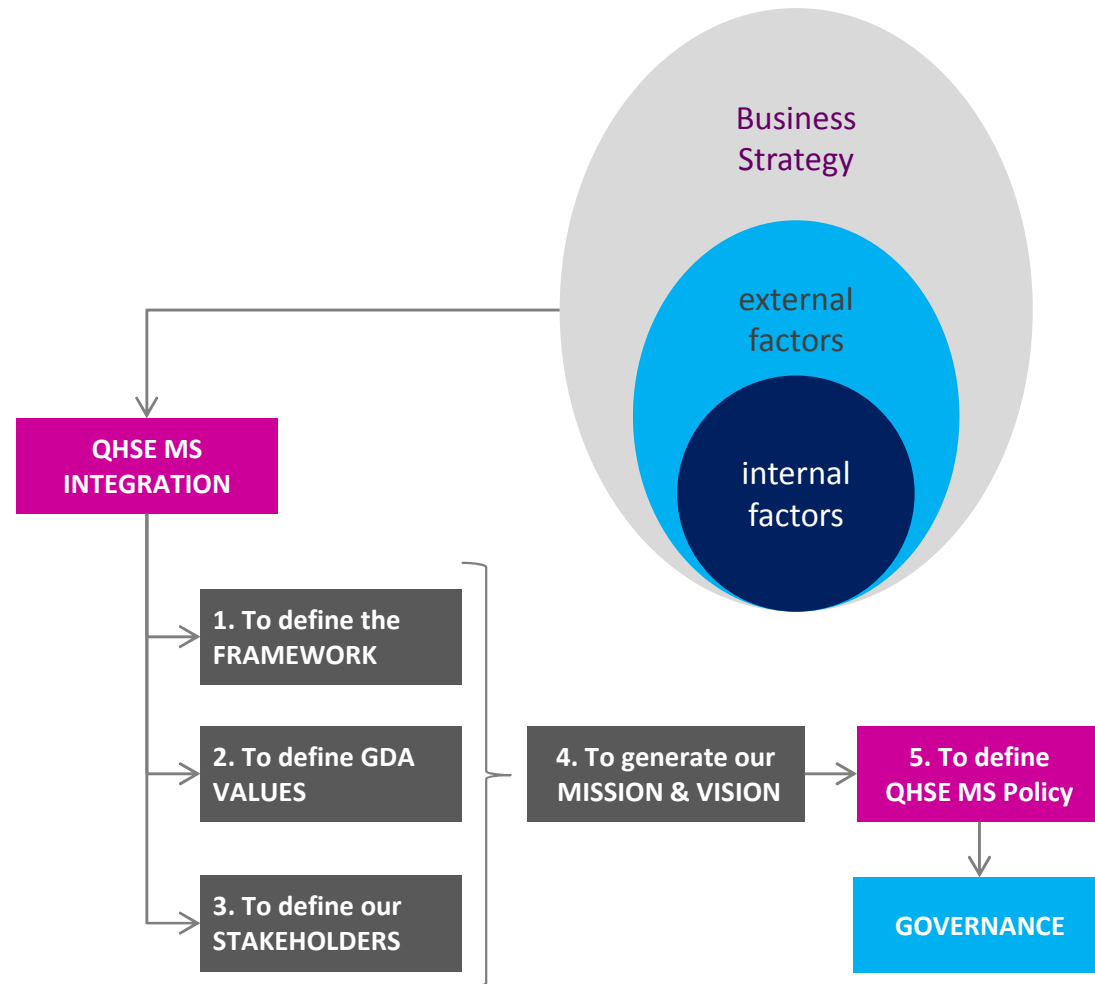


MS Strategy

GDA's Steering Board understands its business environment as the combination of a number of **factors** or **internal-external conditions** that affect or **influence** business.

For the GDA corporate strategy it is important to determine which of these factors fit correctly in the **planning and implementation** of the **QHSE MS** and the companies that integrate it, so as not to affect the ability to achieve the **expected results**.

Knowledge of the key factors will help in the strategies adopted to **make decisions** regarding the improvement of the QHSE MS of the organization and to implement an **appropriate MS Policy**.



Framework



CORPORATE RESONSABILITY



-  **GD000113**
CSR Principles GDA
-  **GD000 124**
Internal rules of conduct

Our companies carry out activities in different **countries and cultures** around the world which constitute a great diversity and invaluable source of its progress.

Therefore we are convinced that in general, legislation is the best guarantee of **responsible behavior**.

We encourage continuous progress through training and improvement of **professional skills** at all levels of the organization by offering professional promotions taking into account the merits of each, regardless of color, age, nationality, religion, gender, disability, age or any other group favored under national law.

Professional competence, experience and the ability and willingness to apply the **Basic Principles** of Management and Leadership are the main promotion criteria

However, we understand that in some areas an additional employee guide presented in the form of voluntary **CSR principles** ensures compliance with the highest standards throughout the organization.

A single document can not collect the legal obligations that are required in each of these countries may even be conflicting legal requirements.

Framework

GUIDELINES

The GDA Board is not in favor of profiting at the expense of sacrificing the prosperity of **long-term business development**, however:

- It recognizes the need to **generate profits** every year, in order to ensure the support of financial markets and to finance their investments.
- He is aware that the **success of the business** is a reflection of the professionalism, behavior and responsible attitude of the people who compose it. Therefore, the recruitment of suitable people, continuous training and good professional development are key factors.
- It promotes its Management Policy and preventive measures, which **guarantee compliance** with the regulations in each country and the commitment to continuous improvement, creating safe and healthy working conditions for both the environment and each of the employees and consolidates practices of QHSE.

GDA establishes within the scope of these conditions for its good governance, some fundamental factors or pillars: **society, employees and innovation**.

Framework

OBJECTIVE

It is the objective of the Steering Board of GDA, which transmits to its employees around the world, the **identification of the risks** associated to its activities, products and services, in order to be able to provide durable, sustainable and innovative value to our **clients** and others **stakeholders** or who are affected by them during their **cycle lives**.

Therefore, the steering Board fully and personally assumed the commitment that its **MS policy** is the route to **prevent the risks** caused during the execution of our activities, as well as, that we can manufacture products in a **responsible and committed** way with the Society, the economy and the environment in our workplaces, both national and international satisfying all our **stakeholder groups**.

The Management Policy applied in the GDA companies constitutes the **framework** to carry out the best **Corporate Governance**.

It is also the expression of the values that govern our **mission and vision** as well as the conduct of each of the companies that form the GDA and all the people in them in the performance of their functions, their work and relationships.

Corporate values

ADVENTAGES

GDA has a number of **competitive advantages** that make it a **leader** able to ensure its supplies at national and international level:

- **Industrial production capacity:** it allows controlling the production process from the reception of raw material for the manufacture of the various components offering the highest quality and value to the customer with a deep respect for the environment.
- **Adaptation to customer requirements:** its great capacity and service orientation does not stop with the provision of the product but extends throughout life.
- **Application of advanced technologies:** it has an engineering department, constantly working on technological innovation projects in both products and production processes as well as providing technical support to the company's activities.
- **Promoting integrity among employees:** from all countries and applying common standards, but must adapt to local customs and culture, establishing relationships based on trust, integrity, honesty and respect for human values, attitudes and behavior basic.

Stakeholders

GROUP OF INTEREST

Our stakeholders will be any **individual, group or organization** that is **part** of GDA or is **affected** by GDA receiving any benefit-damage directly or indirectly.

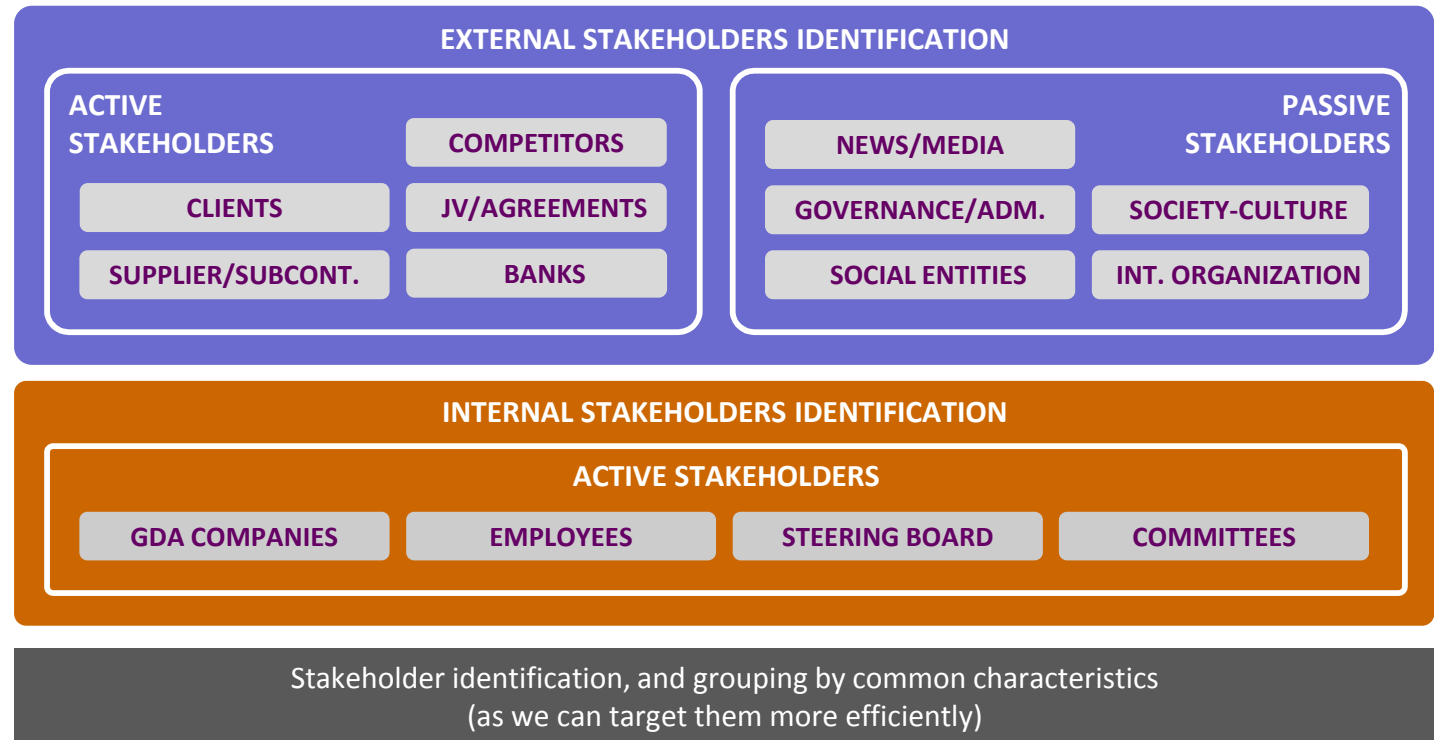
In order to identify the stakeholders it is necessary to determine the **key factors** so that the **company's strategy** develops, according to the most important and we can respond to gain their trust and support. These key factors will depend on their **influence** on the outcome of the processes or projects (business), interest and attitudes towards them. Each of the identified actors will be **analyzed** to determine their relationship with our processes and organization, and their level of influence on them, to make timely decisions.



Stakeholders

MAP

The Steering Board periodically carries out an analysis of the environment **identifying** each of the **different actors** object of our organizations and activities, and acts accordingly in order of priorities in line with it. For this purpose will be used the **map of stakeholders**.



To understand the GDA environment (context or framework), market position or operational management a **SWOT analysis** will be available as part of strategic planning. This SWOT allows to capture an "x-ray" of the current situation in order to **make strategic decisions** to improve the business in the future.

Stakeholders

STAKEHOLDER	DESCRIPCION OF STAKEHOLDER	REQUIREMENTS IDENTIFIED FOR THE STAKEHOLDER
JV (JOINT VENTURES) AGREEMENTS	Temporary unions of companies or agreements with companies, to carry out joint projects during a determined time	<ul style="list-style-type: none"> • Expanding Capacities • Harnessing and integrating resources • Know-how
MANAGEMENT OR STTERING BOARDS	Owners of companies, shareholders and any part of the Management of the organization that participates in the strategic decision making.	<ul style="list-style-type: none"> • Economic benefit • International development (business growth) • Leadership in the market (Offshore) • Vision of our competitors
SUPPLIERS AND SUBCONTRACTORS	Companies or organizations that collaborate in product development by providing supplies and / or participating in production processes	<ul style="list-style-type: none"> • Supply capacity (global) • Adaptation to change • PDQ relationship (price, delivey time, quality) • Product Catalogue
BANKS	Financial entities that economically support our business and / or companies	<ul style="list-style-type: none"> • Financing • Investment capacity
GOVERMENT AND OFFICIAL ADMINISTRATION	Official Offices of the Administration both international, national or local in the areas where we are operating	<ul style="list-style-type: none"> • Legislation, applicable national and international regulations • Government policies (Protectionism) • Information to be submitted • Subsidies and economic support • Influence
COMPANIES BELONGS TO GDA	Companies that belongs to GRUPO DANIEL ALONSO, international and national work centers	<ul style="list-style-type: none"> • Harnessing the supply chain • Support in the international presence of the centers • Strategic location of the centers • Exploitation of experiences
INTERNATIONAL ORGANIZATIONS	Organizations and companies from different areas that can be related to the activities of companies	<ul style="list-style-type: none"> • Image tag, name • Registers and approvals (RePro, Sehllica, UVDB, ...)

Stakeholders

STAKEHOLDER	DESCRIPCION OF STAKEHOLDER	REQUIREMENTS IDENTIFIED FOR THE STAKEHOLDER
CLIENTS	Clients of the organization both existing and potential	<ul style="list-style-type: none"> • Offers (prices and terms) • Supply capacities • Logistics • Product quality (high requirements) • Product development and improvement • Global capacity (international) • Market situation
EMPLOYEES	Personnel who belong to the organization or who work for the organization on their behalf	<ul style="list-style-type: none"> • Incentives • Worker's Agreement • Promotion and professional development
COMMITIES AND UNIONS	Groups of workers, trade union organizations, works councils or any other existing in the environment and companies	<ul style="list-style-type: none"> • Agreements for workers • Commitment to the company
SOCIETY AND CULTURE	Social and cultural environment where the activities and business of the organization are developed, such as language, regional or local culture, traditions and internal factors (customs)	<ul style="list-style-type: none"> • Language • Cultural traditions • Political situation-conflicts • Participation in the community
PRESS AND MEDIA COMMUNICATION	Press, media, events and other resources that support or influence the image of the organization	<ul style="list-style-type: none"> • Corporate image • Participation in conferences, events • Development of the local environment
SOCIAL ENTITIES	Organizations that collaborate or participate in some way or maintain a relationship for social benefit or similar	<ul style="list-style-type: none"> • Foundations, collaborations, events
COMPETITORS	Similar companies that participate in the sectors, in which we are and that can affect the achievement of new projects	<ul style="list-style-type: none"> • Market share (projects) • Innovation in processes • Experience and abilities

Stakeholders

SWOT ANALYSIS	WEAKNESSES	THREATS	STRENGTHS	OPORTUNITIES
JV (JOINT VENTURES) AGREEMENTS			<ul style="list-style-type: none"> Know-how 	<ul style="list-style-type: none"> Expanding Capacities Harnessing and integrating resources
MANAGEMENT OR STTERING BOARDS		<ul style="list-style-type: none"> Vision of our competitors 	<ul style="list-style-type: none"> Economic benefit International development (business growth) 	<ul style="list-style-type: none"> Leadership in the market (Offshore)
SUPPLIERS AND SUBCONTRACTORS	<ul style="list-style-type: none"> Supply capacity (global) Adaptation to change PDQ relationship (price, delivey time, quality) Product Catalogue 			
BANKS		<ul style="list-style-type: none"> Financing Investment capacity 		
GOVERMENT AND OFFICIAL ADMINISTRATION	<ul style="list-style-type: none"> Information to be submitted Influence 	<ul style="list-style-type: none"> Legislation, applicable national and international regulations Government policies (Protectionism) 		<ul style="list-style-type: none"> Subsidies and economic support
COMPANIES BELONGS TO GDA			<ul style="list-style-type: none"> Harnessing the supply chain Support in the international presence of the centers 	<ul style="list-style-type: none"> Strategic location of the centers Exploitation of experiences
INTERNATIONAL ORGANIZATIONS			<ul style="list-style-type: none"> Image tag, name Registers and approvals (RePro, Sehllica, UVDB, ...) 	

Stakeholders

SWOT ANALYSIS	WEAKNESSES	THREATS	STRENGTHS	OPORTUNITIES
CLIENTS	<ul style="list-style-type: none"> Supply capacities 	<ul style="list-style-type: none"> Offers (prices and terms) Market situation 	<ul style="list-style-type: none"> Global capacity (international) Logistics Product quality (high requirements) 	<ul style="list-style-type: none"> Product development and improvement
EMPLOYEES	<ul style="list-style-type: none"> Incentives Worker's Agreement Promotion and professional development 			
COMMITIES AND UNIONS	<ul style="list-style-type: none"> Agreements for workers Commitment to the company 			
SOCIETY AND CULTURE	<ul style="list-style-type: none"> Language Cultural traditions 	<ul style="list-style-type: none"> Political situation-conflicts 		<ul style="list-style-type: none"> Participation in the community
PRESS AND MEDIA COMMUNICATION				<ul style="list-style-type: none"> Corporate image Participation in conferences, events Development of the local environment
SOCIAL ENTITIES	<ul style="list-style-type: none"> Foundations, collaborations, events 			
COMPETITORS		<ul style="list-style-type: none"> Market share (projects) Innovation in processes Experience and abilities 		

Stakeholders

INFLUENCE

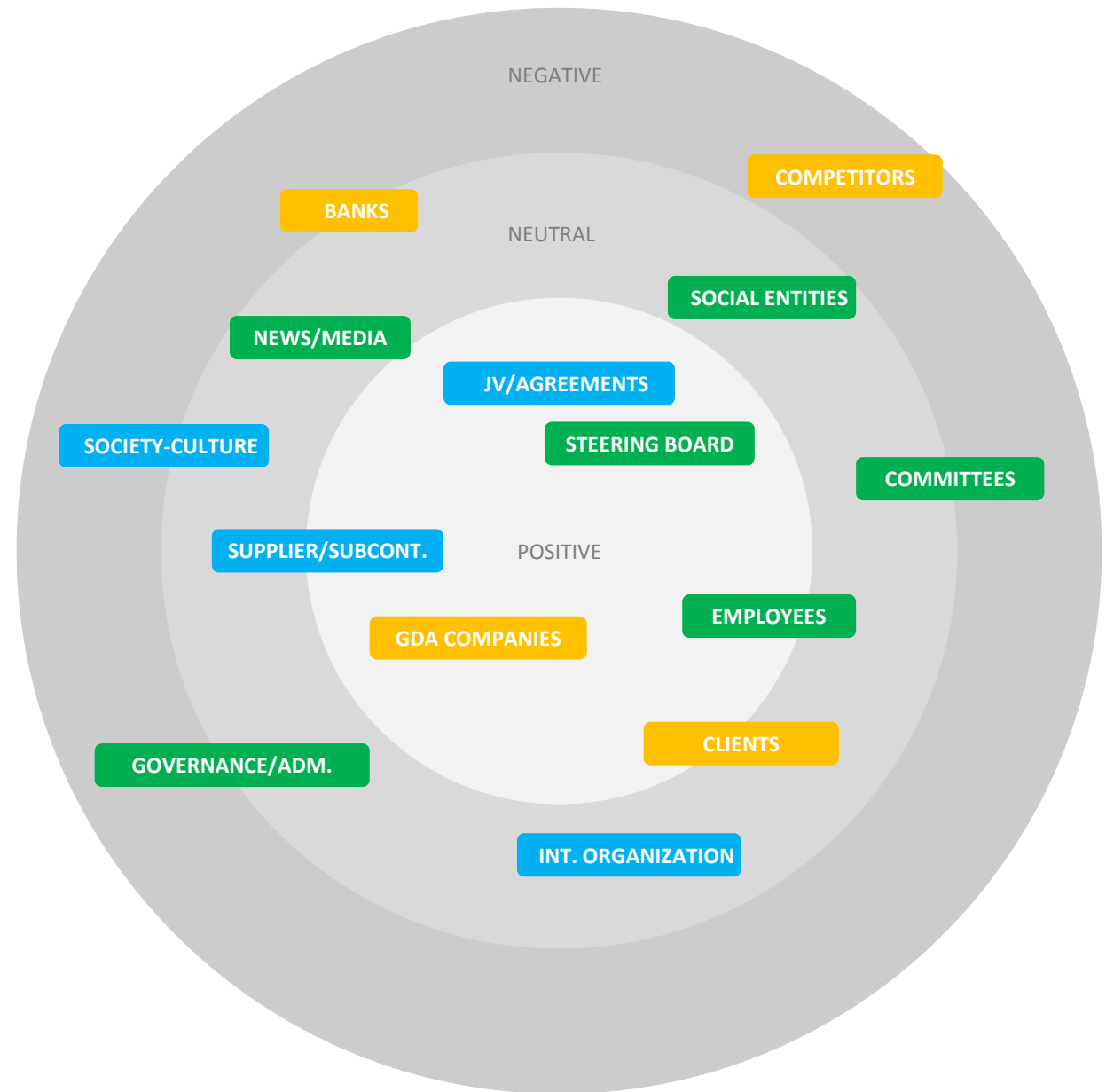
As part of the stakeholder identification and analysis process it should subsequently be understood which are key **factors of greater influence**. It is necessary to know and understand the perspectives of each of them, to prioritize actions and communications with them (**Map of influence**).

Therefore a weighting based on levels of relation and influence will be applied to all identified stakeholders: high, medium or low influence. This weighting applies high-impact project processes.

In order for the **attitudes and interest** of the stakeholders to be included in the weighting, we will take into account:

- If the stakeholder is involved (+),
- If the stakeholder concerned are neutral (0), or
- If stakeholder do not get involved (-).

Stakeholders



- ENVIRONMENTAL
- SOCIAL-POLITICAL
- ECONOMICAL-TECHNOLOGICAL

The weighting will be reviewed periodically.

Stakeholders in the “POSITIVE ZONE” are more interested in the organization, and have **the greater power to influence** the outcome of the business.

Mission

MISSION

The mission of GDA and each of the Group's companies is aimed at maintaining **sustainable and responsible growth** over time by continuously improving as an entity to grow internally, reach **new markets and sectors** and expand the needs of our potential Current and potential Customers always maintaining our **leadership in the sector**.

“Global player in energy sector“

It is essential to maintain our **current leadership position** in the markets and to strengthen it in the future which is why for the development of the MS mission, the **contribution and participation** of the whole organization is necessary, respecting cultural and democratic values and as well as the human rights of people in our area of influence as an **essential part of the progress** of the societies where we are present.

*MS: “Wrong is wrong even if everyone is doing it
and right is right even if no one is doing it”*

Mission

MS objective

To **the implementation** of our MS in each and every one of the GDA companies and in each of the national (Spain) and international locations (Brazil, India and Mexico) will have as fundamental objective the following aspects:

- **Integrate rules:** quality, H & S, the Environment, CSR, and others;
- **Unify areas:** renewable, oil and gas, steel services, defense, equipment, logistics and so on;
- **Centralize the activities** in the main headquarters of the company;
- **Internationalization of services** in the countries in which we are going to operate;
- **Assume as its own** in each of the GDA companies, the MS implemented and policies set.

The MS has been **specially developed and implemented** to satisfy the following aspects:

- Constitute the framework of GDA to carry out the best government
- Implement the GDA strategy and policy
- Ensure responsible and sustainable management of business,
- Meeting the needs of its stakeholders,
- Ensure the processes necessary to comply with our strategy

Vision

Business

Provide a mutual and profitable benefit for all our stakeholders through global products-services generated in a sustainable and responsible way with the best management of natural resources necessary for the development of our activities.

Our companies supply products and services or can be part of other products and services which are aimed at improving the quality of life of people and/or the environment where they are used, enabling social, technological and economic development the same.

Therefore, we are committed to the products and services we offer have a high level of efficiency, quality, safety and reliability, without this at the expense of any of the requirements of our stakeholders.



“There are no mistakes, only opportunities”
You only need to know where they are

We are aware that the success of each of our projects is to take into account our aspirations and enthusiastic support for them. Our commitment is based on ensuring:

- Rights and equality of opportunity among employees, so that they can develop their talents, and their career.
- Non-discrimination and equal treatment by race, gender, political affiliation or religious beliefs.
- The creation of a work environment in which creativity and initiative, knowledge sharing and training, as well as teamwork, are rewarded.
- Belief in the law, safe and healthy work and the promotion of reconciliation of work and family life, within a framework of mutual benefit.

Our employees are part of a community of people who want to give the best of themselves, to the development of a business project, attractive, participative and at the same time compromise their progress, personal and professional.

Vision

Product Life Cycle

The **preservation and protection** of the environment as well as the health and safety of our employees is an integrated management of the organization and decision-making by the Steering Board motivated by its contribution to the **competitiveness** of industry and the society in general.

Our activities and industrial processes could have impacts on the environment and on the safety and health of our operators so we must guide ourselves to improve our capacity to **reduce these impacts locally and globally** and obtain a profitability for all our stakeholders.

Therefore we identify, evaluate and manage the environmental and safety **RISKS** derived from our activities trying to minimize them and commit ourselves to guarantee the maximum safety and quality of our services and products and the health of our workers.

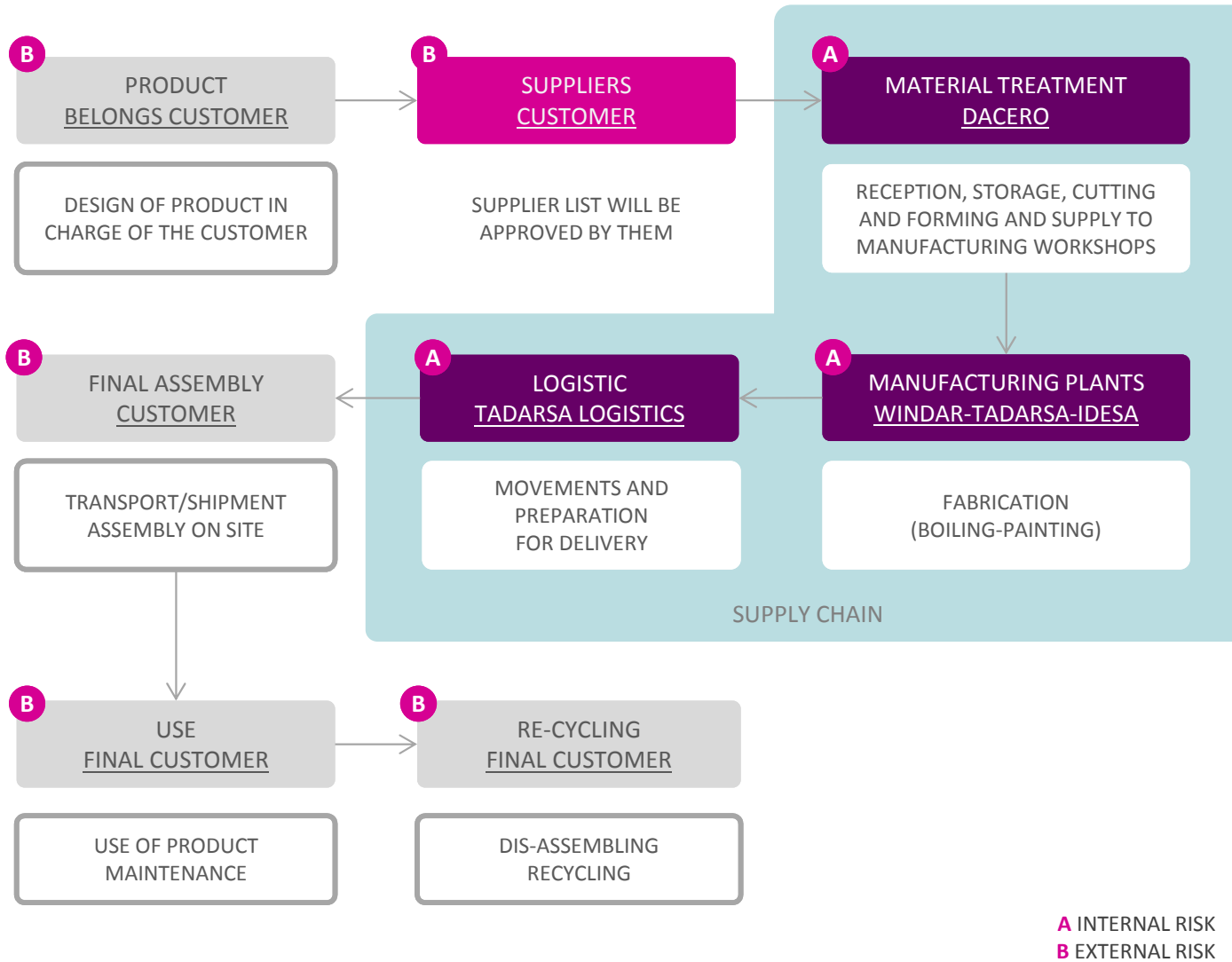
We are aware that the fulfillment of our responsibilities when these impacts appear makes our activities to be carried out on the basis of sustainability criteria. The fulfillment of this vision as well as the responsibilities in these terms are the guide and the basis of our behavior in the field of our Corporate Social Responsibility (CSR).

In normal operating conditions, the products supplied to our customers do not present risks to the environment in which they are found.

A high percentage (approx. 80%) of the product is considered recyclable (carbon steel, aluminum and stainless steel structure) and a small percentage (around 20% approx.) Is not recyclable (paint materials).

Also the electrical components, can also be recycled

Vision



MS Policy

Commitment

It is a **priority** of the GDA Steering Board **which involve** to internal stakeholders: directors, employees, etc. of each of its companies to **maintain** and continually **improve** its position in the market through an adequate organization, offering products and services of high quality that **satisfy the needs** of our clients and interested parties.

To achieve this **strategic objective** the Company Board (HR, RSE, Environment, Safety, Quality, Risk, ...) has prepared and **stablished in written** a MS Policy and is also revised.

Periodically to adapt it to the purpose of the organization its nature and magnitude of the risks and the impacts on the management, the products, the environment and the workers derived from our activities.

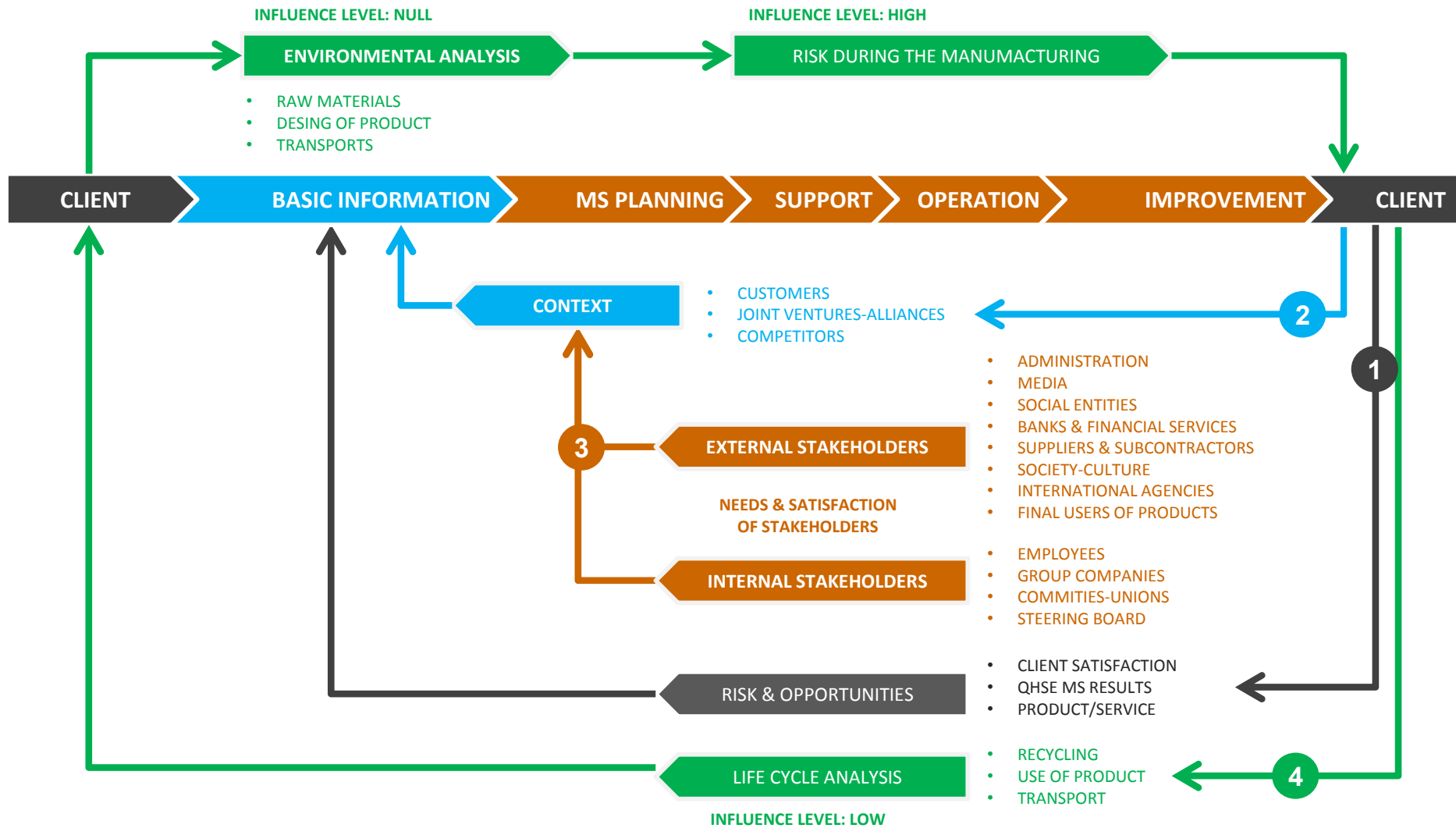
Any aspect that conflicts with the guidelines of this policy will be managed through internal **processes established** for this purpose, as well as the organization's internal regulations on ethical conduct.

To developed the needs and requirements of this Policy and the QHSE MS will be used the company **“process map”**.

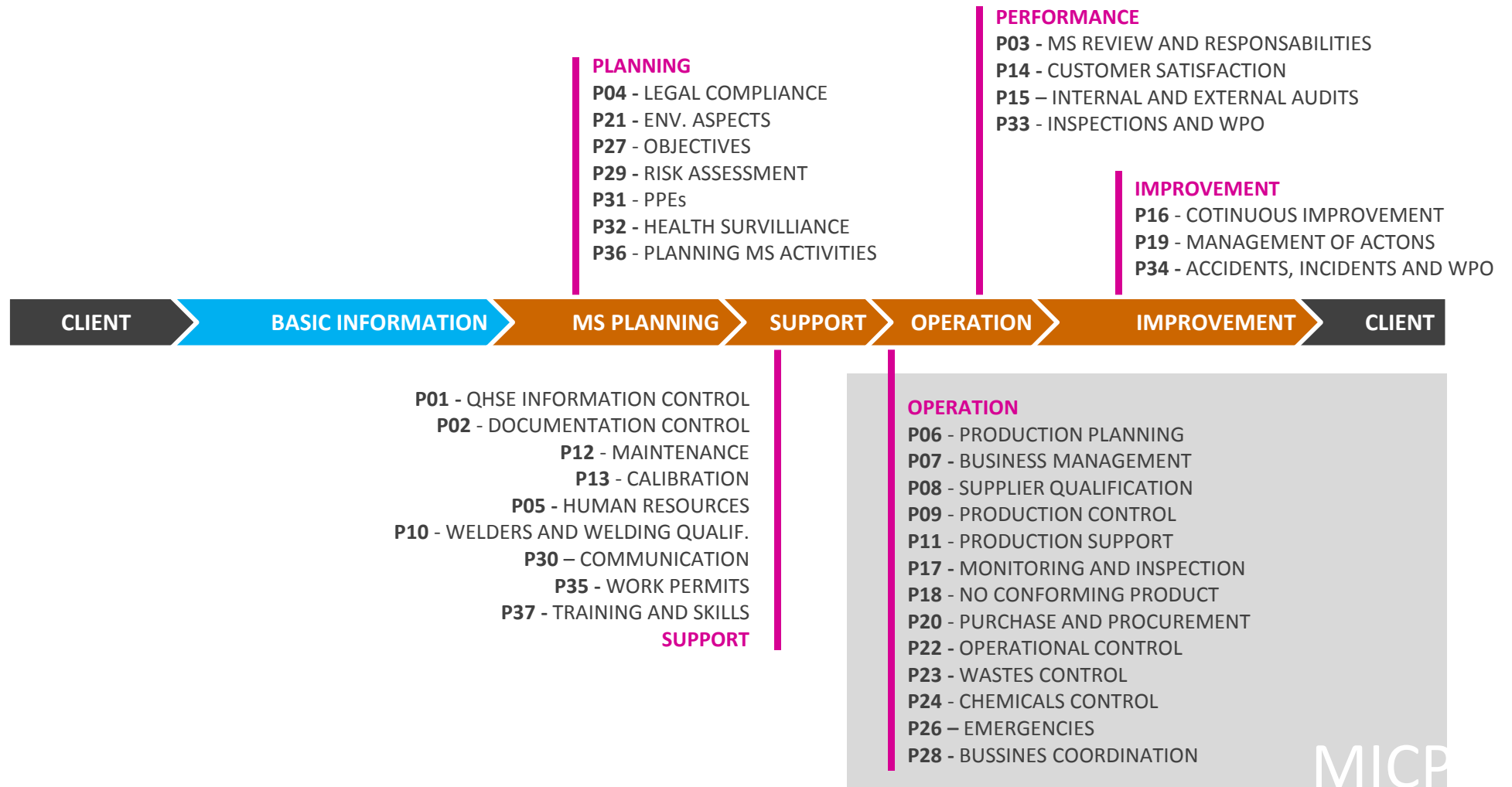


M.00-0A
QHSE MS POLICY

Process map



Process map



MS Process

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WELDING AND WELDERS	P10
PRODUCTION SUPPORT	P11
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NON CONFORMITY PRODUCT	P18

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OPERATIONAL CONTROL	P22
WASTES MANAGEMENT	P23
DANGEROUS GOODS	P25

HSMS PROCEDURES	REF
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IPP CONTROL	P31
HEALTH SURVILLIANCE	P32
ACCIDENT & INCIDENTS	P34
WORK PERMITS	P35



MS Process

INTEGRATED EN1090 PROCEDURES	REF
VISUAL INSPECTION OF WELDS (EN)	GD000018
REVIEW WELDING REQUIREMENTS BY WC	GD000047
PERFOMANCE DECLARATION	GD000051
APPOINTMENT OF WC	GD000052
EC NAMEPLATE MODEL	GD000053
WELDING SUPERVISION	GD000067
EXC REQUIREMENTS AND DECLARATION METHOD	GD000069
WELDING MAP (<i>SECTIONS AND FOUNDATIONS</i>)	GD000070
WELDING PLAN	GD000071
TECHNICAL CHECKLIST	GD000072
SAFETY INSTRUCTIONS AND RECOMMENDATIONS	GD000093
THERMAL CUTTING CERTIFICATE(DACERO)	GD000122
TOLERANCES FOR MATERIAL TREATMENT	GD000541
FLAME STRAIGHTENING INSTRUCTION	GD000552
Other EN1090 instructions will be indicated in the process map	

CLAUSES ISO 3834-2	CLAUSE	REF
REVIEW OF REQUIREMENTS AND TECHNICAL REVIEW	CLAUSE 5	P07
EQUIPMENT MAINTENANCE PROCEDURE	CLAUSE 9	P12
QUALIFICATION FOR WELDING, NDT & INSP. PERSONAL	CLAUSE 7 & 8	P10-P17
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Rules integration

Relación con ISO 9001

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Rules integration

QUALITY: ISO 9001

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Rules integration

QUALITY: ISO 9001

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Rules integration

QUALITY: ISO 9001

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Rules integration

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Rules integration

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Rules integration

ENVIRONMENT: ISO 14001

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HEALTH & SAFETY: OSHAS 18001

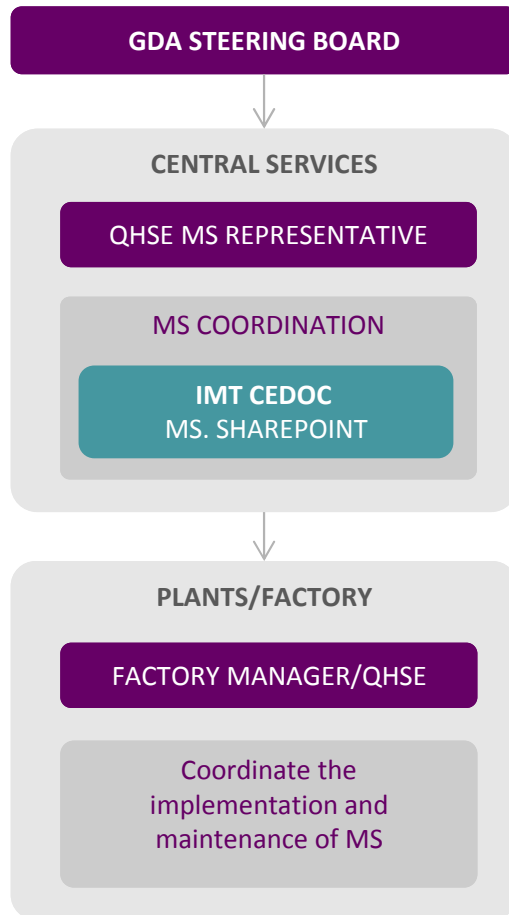
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MS implementation



MS COORDINATION: FUNCTIONS & RESPONSABILITY

The GDA Steering Board delegates the activities related to the MS of the organization's as well as its maintenance and improvement in a QHSE MS representative.

The QHSE MS representative **will assume** the following responsibilities and functions:

- **To coordinate** the QHSE MS between different companies, plants and factories around the world;
- **To ensure** that processes in the company are kept and updated;
- **To Inform** the Steering Board and General management boards about the evolution, improvements, opportunities and threats of the QHSE MS;
- **To promote** the knowledge and fulfillment of the requirements of the GDA clients and the stakeholders at all levels of the organization.
- **To maintain, implement and improve** the rules and requirements of Quality, HSE, CSR, etc.;

MS implementation

USE OF INFORMATION



The MS is subject to different modifications and improvements. Anyone within the GDA companies and plants or factories can request changes or updates to the established processes.

Proposals for change will be evaluated by the MS representative in accordance with ISO, OSHAS or other standards that may be affected.

The preparation, execution and control of the information of the MS **will be in charge** of the MS representative appointed by the Steering Board.

The information developed and used for each of the processes will be controlled and managed through an “**Interface Management Tool (IMT)** called **CEDOC**.”

This interface is based on commercial Microsoft software (Microsoft SharePoint).

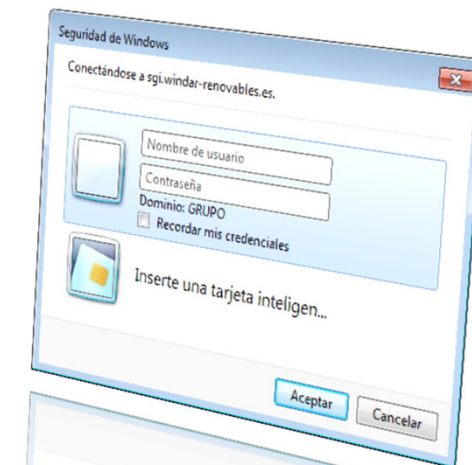
However the interface has been developed specifically and internally from Central Services by MS representative according to our standards and working procedures as well as to be used by all GDA companies and workplaces in order to contribute to unify criteria and streamline information processes and communication.

MS implementation

ADVENTAGES OF “CEDOC”

The use of CEDOC offers us a series of **advantages in the management** of our processes that allows us to work more efficiently:

- It allows to upload, manage, control, store and share different information and documentation as well as a line of communication for all employees worldwide (Europe, America and Asia) and parties involved in a project, areas or departments;
- It allows users to reduce and minimize the use, control and management of paper copies (**reducing bureaucracy**);
- A project can be accessed from any PC with an Internet connection, following an invitation sent by email by the IMT administrator;



Access security is implemented:



The interface includes a security system to protect the information stored and loaded in the system or project. For access to it, it will require a personal user and password

MS implementation

PROJECT MANAGEMENT

The management interface CEDOC contains, in addition to MS information all the technical information required by our clients for the manufacturing and engineering activities and that will be created during the life of a project.

The objective is to collaborate, manage and coordinate the areas involved in the project activities at each site and manufacturing facilities involved in the project.

It allows to generate a "client site" used only for the project and separate client, where it will be located and will store the information of the same and necessary for its development.

The tool automatically makes e-mail notifications to registered users when the information is modified on the system.

It supports and uses common types of files: PDF, DOC, XLS, DWG, ... which is maintained and controlled throughout the life of the project.



Thank you for your attention

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