

Description of MarCon Group AB's



Quality- , Environment- and Work Environment management system

Dokument revision

27	2023-05-28		JKR	KAN	KAN
26	2022-06-08		JKR	KAN	JRY
25	2022-04-21		JKR	KAN	JRY
24	2021-04-12		JHO	KAN	JRY
No. /	Revision Date	Notation	Prepared by	Checked by	Approved by

Immaterial rights

This document belongs to the MarCon group I Sweden AB and its subsidiaries. This document may not be duplicated or distributed to third parties without written permission from MarCon group in Sverige AB and/or its subsidiaries. This document contains information that is protected according to Swedish and international copyright law and may not be used for purposes other than those requested. Receipt of this document constitutes your acceptance of these terms.

TABLE OF CONTENTS

PREFACE	
Quality-, environmental- and work environment development	4
Objective	4
Fundamental values	4
MANAGEMENT RESPONSIBILITIES	5
Quality, environmental and occupational health and safety management systems	5
Orientation	5
Scope and application	5
Quality, environmental and occupational health and safety management systems	5
Qualitypolicy	6
Qualitygoals.	6
Environmentalpolicy	7
Environmental objectives.	7
Environmental aspects	7
Work environment policy	8
Work environment goals	8
ORGANIZATION	9
Responsibilities and powers	9
Resources	10
Board of Directors and Internal Auditor	10
Management Review	10
Contract review	10
Purchase	11
Self-control	11
Quality document management	11

Internal audits	11
Customer Satisfaction - Measurement	11
We also measure on the below points	11
Education and skills	12
Process description	13
Appendix	PAGEREF _Toc101442609 \h 1.
Appendix	PAGEREF _Toc101442610 \h 2.
Appendix	PAGEREF _Toc101442611 \h 3.

Preface

Quality, environmental and work environment development
Swedish companies have a long tradition of quality, which we must cherish.

The right quality weighs heavier in the competition, both here in the country and on the international market.

The right quality provides much more than market advantages. Cooperation within the company gets better, production runs more smoothly, quality shortage costs drop and - maybe most importantly - staff motivation is increased by increased responsibility and clearer powers.

Because quality is not primarily about a technology; rather, it is an approach and a lifestyle. Quality is something that can only come from motivated people, who have a holistic view, attention to detail and realize the importance of doing the right things right from the start.

This means that we treat external, technical, and organizational in collaboration with the requirements of various stakeholders.

Objective

Nothing comes by itself; we have always tried to live up to our customers' expectations and demands, but did we really do that?!

Over time, we realized that we need to have an effective tool to get better. A tool to evaluate and measure our performance. This resulted in a quality, environmental, and work environment management system where we actively work with continuous improvements.

Fundamental values

Vision: "We will have the industry's most satisfied customers"

Business concept: "We offer rational and cost-effective solutions in connection with underwater and sea-based projects"

Position: "Leading player with local roots".

Our core values are: Responsible, reliable and driven.

Our desired reputation is: "knowledgeable, flexible and professional with a positive spirit".

Our customer promise is: "we do as we say".

Within each company, work for added value: the right technology, the right design and the right economy.

The backbone of everything we do: "Know-how and expertise in our business areas".

Management Responsibilities

Quality, environmental and work environment management systems

Orientation

This document presents MarCon Gruppen AB's approach to quality, environmental and work environment assurance in all the projects that the company works with.

The text gives a general picture of MarCon Gruppen AB's human, technical and organizational ability to carry out assignments with the right quality.

This document sets out guidelines for the internal quality, environmental and work environment assurance and describes the processes necessary for its implementation.

Scope and application

MarCon Gruppen AB's quality, environmental and work environment assurance includes the human, technical and organizational routines required to ensure that no deviations occur in the company's processes.

Quality, environmental and work environment assurance work includes the design, development, production, installation, and service of MarCon Gruppen AB's work products.

It also includes ensuring resources in the form of training of personnel, maintenance of machinery and equipment.

It also included designing project-adapted documents.

It includes all systematic measures of a descriptive, controlling and verifying nature, which are taken to ensure that MarCon Gruppen AB's work products and services meet the customer's requirements.

The regular work is based on quality assurance routines, which are based on effective self-monitoring in direct connection with the execution. The basic principle is that everyone is responsible for ensuring that their work is done correctly.

It is applied to all processes such as:

- 1) External and internal relations.
- 2) Administration.
- 3) Workshop and warehouse.
- 4) Executions and operational works.
- 5) Customer satisfaction and evaluation.

The various elements of MarCon Gruppen AB's quality, environmental and work environment systems are documented in the following documents:

- MarCon Groups AB:s operations handbook.
- Description of MarCon Gruppen AB's quality, environmental and occupational health, and safety management system (*this document*).
- Project-adapted quality, environmental and work environment plans.
- Laws/regulations and restriction lists that affect activities at our workplaces are in the binder. (*"Environmental Management Systems - Regulations and Restrictions."*)

Quality, environmental, and occupational health and safety management systems

Our quality, environmental and occupational health and safety management system meets the requirements of the standards ISO 9001:2015, ISO 14001:2015 and ISO 45001. (we are only third-party certified for ISO 9001)

MarCon Gruppen AB's quality, environmental and work environment thinking is formulated in the system with what we call the 3 E's, which stands for:

- correct Education
- right Equipment.
- correct Execution.

Through these 3 E's and ISO certificates, we meet our designed policies.

Quality policy

The Marcon Group will ensure that:

- Each assignment is carried out with the right quality that correctly meets the customer's needs and expectations as well as applicable requirements.
- Every customer contact and completed assignment adds information essential for the continuous development and improvement of our quality system.
- To give the customer a design that is characterized by the right technology, the right design and the right economy in each business area.

Quality goals.

The MarCon group's goals are:

- Through the desired reputation "knowledgeable, flexible and professional with a positive spirit" as well as good marketing and good reputation, we will gain 45 new customers during the year.
- Through encouragement, we will get increased deviation reporting.
- We will carry out the assignments with the right quality that meets the customer's needs and expectations and thereby measure customer satisfaction at least 45 times a year
- We must have the right equipment and the right maintenance, thereby reducing unplanned repairs by half. We want employees to take more personal responsibility for our equipment.
Our core values: Responsible, Reliable and Driven.
- We will actively work to ensure that our employees are further educated and function well in their roles
- Monitoring goals: Through good planning and correct execution, we will prevent internal deviations.

Specific goals that management has chosen to focus on:

All companies

1. Digital incident management system
2. 1 inventory/base location/company
3. Employee appraisal 1 times/2nd year
4. Simplify employee template
5. 5-year imaging plan

6. Strive to introduce digital incident management systems

SSE

1. 3 customer contacts/base site/week

SVENTAB

2. Evaluation of Check D

Environmental policy

It is the MarCon Group's goal to carry out and ensure that every assignment carried out in collaboration with the demands of society, the environment, and the individual person.

Every customer contact and completed assignment adds information essential for the continuous development and improvement of our environmental management system.

The goal is to identify and minimize environmentally hazardous processes and the handling of environmentally hazardous substances and thereby reduce the possible negative environmental impact in our work areas.

Environmental goals.

The MarCon Group's environmental goals are:

- Comply with all applicable laws and regulations.
- Meet the customer's requirements for environmental management systems.
- Through encouragement, we will get increased deviation reporting.
- They themselves make demands from an environmental point of view on our suppliers.
- Create insight and understanding of environmental issues within companies
- Reduce our impact on the external environment

Environmental aspects

Specific environmental aspects that management has chosen to focus on:

- Reduce our consumption and risks when handling chemicals by choosing approved products and suppliers.
- Reduce our CO2 emissions from vehicle traffic by ensuring that all equipment is brought to the workplace and coordinating transport.
- Reduce our emissions from ride-hailing devices by prioritizing environmentally friendly fuel or engine.
- Reduce water and energy consumption through information campaign.

Specific goals that management has chosen to focus on:

All companies

- Create an overview database of laws and regulations
- Analyze whether we can use a joint recycling company as a supplier
- Reassess additional ISO certification
- Review the 2030 targets
- Update Vendor assessment in environment
- Environmental education
- Strive to introduce digital incident management systems

Work environment policy

The health and safety of the staff are important values for MarCon group AB. Goal of our work environment work is to create a physically, mentally and socially healthy and developing workplaces for all employees. A good working environment also creates the basis for a long-term sustainable economy in the company.

In the daily work, each employee must show a personal responsibility for health and the environment. It is up to everyone to follow the rules, instructions and procedures. Each employee also has an obligation and responsibility to be aware of and immediately report any work environment risks or incidents that may be a threat to a good working environment. An open attitude and discussions with everyone involved in the company is important to have a safe working environment and give everyone an opportunity to develop in the company.

Complying with legislation is a minimum requirement in our work environment management. It is in the company's interest to maintaining a higher standard than this. For example, before deciding on new investments or changes in operations, health and safety issues must be discussed, the risks assessed and the consequences are evaluated in collaboration with all employees. Measures shall then be taken; to prevent negative effects and minimize risks as far as possible.

Work environment goals

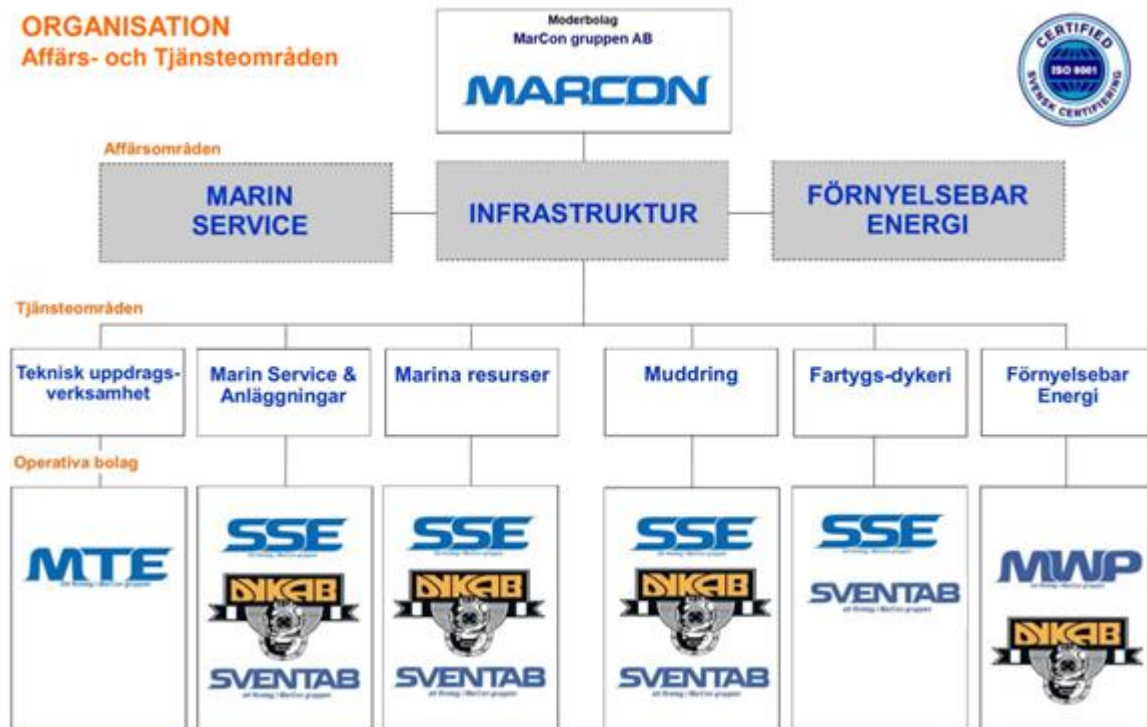
- We must take health and safety issues into account already at the planning stage
- We shall actively work to minimize work injury-related injuries and illnesses
- Through a focus on orderliness, safety, and health, we will create high well-being and a good working environment at our workplaces and increase our ability to counteract ill health
- In 2017 and beyond, we will work to ensure that our employees become the industry's most security-conscious
- Through encouragement, we will get increased deviation reporting.

Specific goals that management has chosen to focus on:

All companies

- At meetings have security as no1 on the agenda
- Deviation meetings 4 times/year
- Lesson Learn Mailing
- Safety rounds 2/base site/year
- Control of defibrillators and fire extinguishers
- Evacuation exercise 1ggr/base site/year
- Fire protection control.
- Present deviations with clear graphs and statistics
- Survey (RSVP)
- Risk-conscious etching
- Information out on physical meetings
- Encourage Rescue Exercises
- 1risk observation/field staff/month
- Reassess additional ISO certification
- Strive to introduce digital incident management system

Organisation



MarCon Group AB is the parent company of the group consists of Swedish Maritime contracting in Malmoe AB, Frog Marine Service, SVENTAB, MarCon Wind Power AB and MarCon Teknik AB. MarCon group has been owned by the public Norwegian company ENDUR ASA since 2021.

The company management consists of Jörn Ryberg and Kenneth Andersson.

The Chairman of the Board, CEO of MarCon Gruppen AB, CEO of MarCon Wind Power is Jörn Ryberg.

The CEO is Kenneth Andersson.

The CEO of Swedish Maritime contracting in Malmoe AB (SSE) in Malmö is Per Johansson.

The CEO of Stockholm's Water contracts (SVENTAB) is Royne Wretling.

The CEO of MarCon Technique AB is Daniel Ryberg.

The CEO of Dykab in Luleå Aktiebolag is John Nyström.

In-house auditor, Jimi Kärner Roth. (HSSEQ-Responsible)

Responsibility and authority

The organizational plan for MarCon Gruppen AB includes those responsible for each support function business area and other processes. *(Attached image, organization plan)*

Resource

Calculation and quotation preparation as well as planning and more in connection with the operational executions are carried out in collaboration between project management and workplace management.

All projects carried out on behalf of the customer within MarCon Gruppen AB are run in project form by self-governing groups with a quality, environmental and work environment manager appointed according to delegation.

The quality, environmental and work environment manager has, unless otherwise determined, the ultimate responsibility for planning, control, implementation, and documentation to ensure different requirements within the assignment.

The person in charge has both the authority and the operational responsibility for ensuring that the project is conducted in line with the customer's requirements.

Within larger assignments, an administrator is appointed for quality, environmental and work environment assurance, who is then responsible for planning, control, documentation, and evaluation.

Common to all stages of the business is that they are controlled based on the company's total quality, environmental, and work environment thinking and policy, which we describe in our quality, environmental and work environment management system and manuals based on ISO 9001: 2015, ISO 14001: 2015 and ISO 45001: 2018.

Board of Directors and Internal Auditor

The Chairman of the Board is ultimately responsible for quality, environment, and work environment.

The internal auditor shall assist the management with advice and recommendations as well as in employee forums promote the implementation of measures.

Management review

The top management shall at least annually hold a meeting regarding improvement work within the quality, environmental and work environment management system. At this meeting, any deviations are compiled, preventive measures are designed, and corrective actions are evaluated.

Based on these results, new quality, environmental and work environment goals are established to strive towards.

Contract review

Normally, for each assignment, a written agreement is drawn up between the client and MarCon Gruppen AB with reference to General Provisions (AB 04).

The exception is assignments of an emergency nature, special procedures for these assignments are described in the business description.

Contract review takes place at the beginning of each assignment. This moment is of crucial importance for the implementation of the mission.

At the contract review, full understanding between the customer and MarCon Gruppen AB is created for the requirements and expectations (even implied) relating to the implementation and finances of the mission.

In summary, the contract review shall:

- create ambiguity and consensus
- clarify specifications, scope and quality, environmental and work environment requirements
- specify time and compensation requirements

Purchase

MarCon Group AB's routines for governance and control of externally provided processes, products and services are applied to suppliers and any subcontractors.

These procedures, which include purchasing, product information and traceability, treatment of deviating products and corrective and preventive measures are described in the purchasing process included in the operations manual.

Self-control

The regular work is based on quality assurance routines, which are based on effective self-monitoring in direct connection with the execution. The basic principle is that everyone is responsible for their work is done correctly.

Management of quality documents

All relevant information in an assignment is collected, archived, evaluated, and reported in related to the completion of a project.

This includes documents containing the results of work activities and consisting of: documents, supporting documents, job descriptions, purchase protocols, protocols from control programs and signed self-control, permits, certificates, certificates, as well as documented measures in case of any deviations.

Internal audits

During the financial year, the internal auditor conducts a review of the company's processes described in the business description. These audits involve a systematic review of the quality, environmental and work environment system's routines against the standards.

Such audits involve:

- identify deviations and implement solutions.
- update all relevant quality documents.
- initiate measures to prevent deviations in relation to set requirements.
- keep further treatment of deviant behavior under control until its deficiencies or unsatisfactory ratio corrected.

The results of the audits are documented and reported to all concerned.

Customer satisfaction - measurement

Measurement of customer satisfaction takes place through established routine by the Marcon Group's internal auditor. The auditor himself determines a specific selection of the clients of the entire group of companies, who are subsequently interviewed in person. Interviews are based on the questions from a quality, environmental and work environment perspective.

We also measure on the following points

- New customers
- Customer satisfaction
- Nonconformance reports
- Unplanned repairs
- Competence
- Supplier evaluation

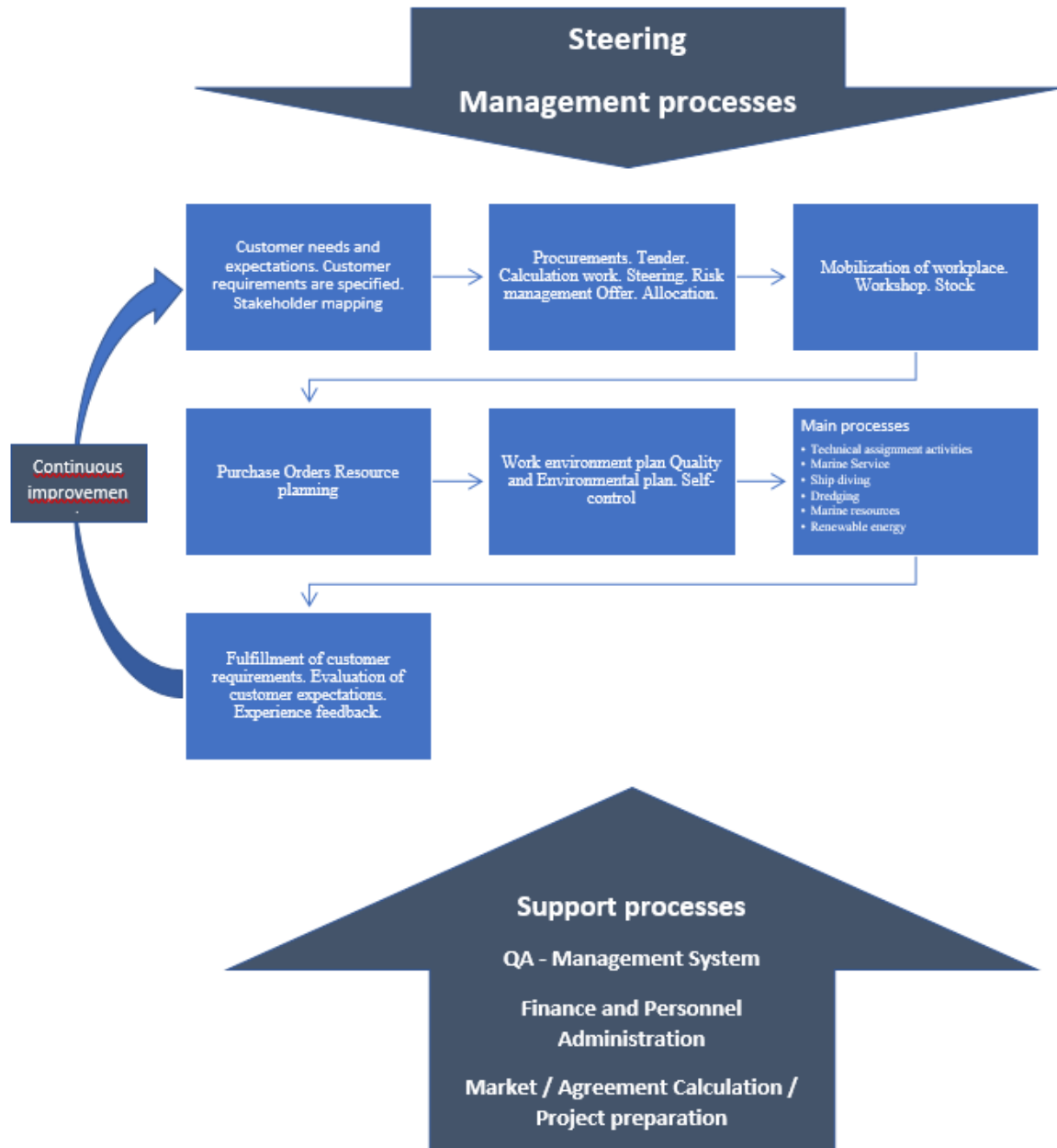
- External environmental impact (CO2, Energy, water and sewerage, Chemical consumption)
- SAM and SBA
- Occupational injuries
- Employee satisfaction
- Security awareness
- Reported risk observations

Education and skills

Documented training procedures for all staff are described in the business description.

Necessary competence based on appropriate training, training or experience is defined. Documented information as evidence of competence is available in a secure place.

Process description



This organization's aim is to ensure the customer's expectations and requirements, and that the customer should always receive a final product with the right quality.

Appendix 1. ISO 9001:2015 certificate, issued by SCAB



Svensk Certifiering Norden AB certifies that the management system
has been reviewed and complies with:

ISO 9001:2015

Details of scope and the range of the certificate
are defined in the certification decision.

The management system covers:

Technical commissioned activities, marine service & construction, naval work with marine resources, survey of ships through ship diving, dredging, sale of specific foundations for offshore wind turbines and development of computer programs with a marine connection.

Michael Persaud, CEO

SVENSK CERTIFIERING NORDEN AB

Certificate number: 9001-0790
Date of origin: 26 Aug 1996
Issue date: 31 May 2022
Expiry date: 28 Aug 2025



Appendix 2. Compliance between ISO 9001 and 14,001

Cross-reference ISO 9001:2015 (Quality Management System) and ISO 14001:2015 (Environmental Management System)		ISO 14001:2015		MarCon gruppen
ISO 9001:2015				
Routines in ISO 9001		Equivalent to ISO 14001		Fulfillment
4.2	Understanding stakeholder needs and expectations	4.2	Understanding stakeholder needs and expectations	Yes
6.1	Measures to manage risks and opportunities	6.1	Measures to manage risks and opportunities	Yes
6.2	Quality goals and planning to achieve them	6.2	Environment goals and planning to achieve them	Yes
7.2	Competence	7.2	Competence	Yes
7.5.2	Creation and update	7.5.2	Creation and update	Yes
7.5.3	Control of documented information	7.5.3	Control of documented information	Yes
8.4	Governance and control of externally provided processes, products, and services	8.1	Planning and management of operations	Yes
8.7	Governance and control of anomalous process results	8.1	Planning and management of operations	Yes
9.2	Internal audit	9.2	Internal audit	Yes
10.2	Nonconformity and corrective Measure	10.2	Nonconformity and corrective Measure	Yes

Our management system meets the requirements of ISO 14001:2015

2023-05-08

MarCon group KMA/HSSEQ

Jimi Kärner Roth

Appendix 3 . Compliance between ISO 9001 and ISO 45001

Content of the MarCon Group's Business Management System according to ISO 45001:2018

Business Manual, Chapter H Systematic Work Environment Management

- The organization's prerequisites
- Leadership and employee participation
- Planning
- Support
- Activity
- Performance evaluation
- Improvements
- Work environment plan
- Working Hours Act
- Delegation of OSH tasks
- Ergonomics
- Hot work
- Chemical hazards and risk assessments
- Sorting at source
- Organizational and social work environment
- Victimization
- Systematic work environment on Marine Resources
- Rescue exercises
- Safety and Work Environment Rounds
- Systematic fire protection work
- Safety data sheets
- Safety Manual
- Pressurized devices, list
- Pressurized devices, examination, and risk assessment
- Annual evaluation of systematic work environment management
- Contingency plan

Our management system complies with ISO 45001:2018

2023-05-08

MarCon group KMA/HSSEQ

Jimi Kärner Roth