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Management Representative Hakan SERDAR	General Manager Veli BARAN

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II – FOREWORD

Our organization has established an ‘Integrated Management System’ in ‘Energy Transmission and Communications’ sector regarding Steel Construction Production and Galvanizing.

Following its completion with the appropriate procedures and documentation, our Integrated Management System has been defined in the Integrated Hand Manual you are holding. Within the scope of the Integrated Management System which we have established with standards such as TS-EN-ISO 9001, Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety; all of our activities are being conducted to meet customer satisfaction requirements.

Our employees support the integrated management system to ensure and improve the transparency of our production and services, quality, environment and OHS regulations.

Our Integrated Hand Manual and the relevant documents are effective in the abovementioned areas upon approval by our organization’s upper management. Documents are binding immediately after approval for the personnel working at relevant departments.

The Integrated Hand Manual hereby has been drawn up in order to introduce the Integrated Management System consisting of our organization’s TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety Management System and also to use as base in all applications.

Employees of all levels working at all facilities, halls, departments, projects and worksites within the scope of the Integrated Management System are obligated to get acquainted with and fully and accurately and implement this hand book and all documents this hand book refers to.

Our organization has established the Integrated Management System consisting of TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety Management System that will meet the requirements and undertakes to implement, maintain and develop this system.

Our Integrated Hand Manual composes the primary document for the Integrated (Quality) Management System and refers to documents at sub levels for detail applications.

As well as meeting the requirements indicated in system standards that were taken as references during the preparation of the Integrated Management System’s documentation, ease of implementation and the added values which will be provided to our organization by such implementations have also been considered.

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III – REVISION PERFORMANCE PAGE

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All modifications of the Integrated Hand Manual are registered on this page by Management Representative.

IV – RIGHT OF PUBLICATION / EXCEPTIONS AND PREAMBLE

All rights of the Integrated Hand Manual hereby belonging to Baran Çelik ve Galvaniz Sanayi Limited Şirketi are reserved. This manual cannot be copied, reproduced or used in part or in its entirety without consent.

There is no exempted matter at our organization within the scope of the Integrated Management System consisting of TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety Management System.

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V – SCOPE AND APPLICATION

SCOPE

Baran Çelik ve Galvaniz San.Ltd.Şti is active in the business of “Steel Construction” in energy transmission and communication sector. Its production activities include: energy delivery lines, substations, switchyards, GSM-tv and radio link aerial pylons, low and high voltage pylons and potentiometers, illumination, totem and monopole pylons and hot dip galvanized production. The productions are carried out in accordance with the requirements of TEIAS and TEDAS and the standard of hot dip galvanization TS 914 EN ISO 1461.

Principal Policies of our Organization:

Through the Integrate Management System we have organized in our organization, in order to serve the basic objective which is the reason of existence of our organization:

We have formed methods regarding the planning of our products and services and kept relevant records.

We have determined methods required in the realization of products and services in each step and kept the relevant records.

In this context, we are aware that the basic indicators of being a reliable organization; as a result of defining, monitoring and continuously improving our processes in order to provide for the continuity of our products and services and become more flexible and strong; are increasing the quality and quantity of the number of our customers benefiting from our products and services and the economic values of our products and services. Therefore, we have established an Integrated Management System that has the relevant records and the method to measure and analyze product and service data.

Ensuring the satisfaction of our suppliers, employees, customers and business partners:

The fundamental principle in Baran Çelik ve Galvaniz Sanayi Limited Şirketi is customer focus based on the Integrated Management System we have organized and implement. Our Integrated Management System has been addressed to our ability to constantly meet the variable conditions in the relevant activities for constant improvement to maintain such ability.

Therefore, we have:

- formed methods and kept records so as to determine inappropriate products and services in all stages of production process of product and services and to take necessary precautions,
- targeted the periodical measurement of the satisfaction levels of the relevant parties,
- formed methods and kept records so as to determine and eliminate possible malfunctions in products and services or internal activities,
- formed methods and kept records so as to evaluate and select our suppliers who have an influence on the quality of our products and services,

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formed methods and kept necessary records so as to discuss the effectiveness of our Integrated Management System, take necessary precautions and perform periodical internal audits.

As an important factor, social activities which determine the quality of products and services are prominent in the region where we offer services according to relevant standards. Our Organization has developed a system which incorporates the principles of quality, environmental and occupational health and safety regarding social and cultural activities within the scope of the Integrated Management System implemented. By implementing such system:

we intent to improve all relevant parties especially our customers, employees and business partners and meet their satisfaction,

we have organized, adopted and kept records of policies and various activities to provide high-quality, environment-friendly, reliable products and services.

Contributing in stimulating the awareness of our employees, customers, suppliers and business partners about quality, environmental and occupational health and safety through trainings:

Our Organization has developed a system for the management and training of the personnel employed within the frame of the Integrated management System implemented. By implementing such system:

we have defined and kept the records of various terms and conditions for the process of the employment of personnel to realize the products and services,

we have formed a method for and kept the records of orientation training to ensure for the adaptation of new personnel to their jobs and our Organization,

we have arranged for the training of our employees about the quality of products and services and organized and kept the records of the process of meeting the need of more trainings if needed,

we have organized and implemented the records of the details of personnel.

Ensuring constant improvement through implementing monitoring and measurement activities as per the objectives we determine:

We have devised a method in order to realize fundamental objectives as to increasing the importance of the quality of products and services, environmental awareness and occupational health and safety within the frame of relevant laws and regulations applied to our sector and to evaluate the feasibility and results of such fundamental objectives.

NORMATIVE REFERENCES

TS EN ISO 9000:2007 Quality Management Systems – Fundamentals and Vocabulary

TS-EN ISO 9001:2009 Quality Management Systems – Requirements

TS EN ISO 9004:2001 Quality Management Systems – Performance Improvement Manual

TS-EN-ISO 14001:2005 Environmental Management Systems – Requirements and Manual

TS 18001:2008 Occupational Health and Safety Management Systems - Requirements

Regulations and product standards

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APPLICATION

Our Integrated (Quality) Management System is implemented in the headquarters of our Organization as stated in the introduction section of this manual, projects and sites of our Organization regarding “Steel Construction Production and Galvanization”.

Control of Integrated Manual and Scope of Application

A- The draft of the Integrated Hand Manual organized by the Management Representative is reviewed and revised. The original copy of the Integrated Manual is approved and executed by the General Manager.

B- The documents within the frame of the Integrated Management System are distributed to the departments of our Organization in the computer environment and the control of the published documents is discussed in the Regulations on the Control of Documents and Records in the Computer Environment.

C- The Management Representative may distribute the Integrated Manual to 3rd parties for promotion, introduction and information purposes upon the decision of the General Manager.

D- The main objective of our Integrated Management System explained in the Integrated Manual is;

to ensure to meet the needs and expectations of customers completely and in a timely fashion,

to eliminate the risk of environmental pollution, if not, decrease the pollution risk to a reasonable level,

to eliminate the risk of occupational safety, if not, decrease the safety risk to a reasonable level,

to ensure the understandability and implementation of our policy in each and every level of our Organization,

to possess a internationally accepted management system that meets the requirements of the standards of TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety System.

VI – DEFINITIONS

Quality: Level of satisfying the requirements of the set of structural characteristics.

Environmental: The environment comprised of air, water, earth, natural sources, flora, fauna and humans and the relationship amongst these. In this sense, the environment can be expanded to include all supply starting from organization.

Occupational Health and Safety (OHS): Conditions and factors that affect or may affect the health and safety of employees or other workers (including temporary workers and the personnel of contractors), visitors and other people in the worksite.

Integrated (Quality Management System) Manual: The document determining the Integrated Management System of our Organization which shall satisfy the requirements of TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety System.

Integrated (Quality) Management System: The management system required for the management and control of an organization in terms of quality, environment and OHS.

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Management System: The system used for determining policies and objectives and realizing such objectives.

System: The set of elements interactive with each other.

Policy: An organization's all objectives and managements regarding quality, environment, occupational health and safety officially defined by the senior management of such organization.

Customer Satisfaction: The level of satisfaction of a customer's expectation as perceived by such customer.

Senior Management: A person and/or group of persons managing an organization in the senior level.

Planning: A part of Integrated Management System that defines the resources regarding the accomplishment of required operational processes and objectives that focuses on the determination of objectives.

Continuous Improvement: Repeated activity to enhance the ability of meeting requirements.

Customer: An organization or person who purchases a product or service.

Supplier: An organization or person who supplies a product or service.

Process: A series of interactive or related activities that transform inputs into outputs.

Product: The result of a process.

Project: A single process with a starting and ending date, comprised of a series of activities which are coordinated and controlled and implemented to achieve the objective through meeting specific requirements such as time, cost and resource limitations.

Unconformity: Being unable to conform to a requirement. A deviation from the performance of a management system, laws, processes, applications or working standards which may be directly or indirectly caused by injuries, diseases, loss of product, damage to the working environment, or all of these factors together.

Corrective Action: An activity performed to eliminate the reason of a detected unconformity or unwanted situations.

Preventive Action: An activity performed to eliminate the reason of a potential unconformity or potential situations.

Environmental Aspect: An element of an organization's activities, products or services which are interactive with environment. An important environmental aspect has or may have an important environmental effect.

Environmental Effect: Any positive or negative environmental change that partially or completely result from the environmental aspects of an organization.

Environmental Management System (EMS): An important part of the management system of an organization which is used in the development and implementation of an environmental policy and management of environmental aspects of such organization.

Environmental Objective: The general environmental objective of an organization which is friendly to the environment and detected by such organization for implementation.

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Environmental Policy: An organization's general intentions and directions regarding the environmental performance officially announced by the senior management of such organization.

Environmental Target: The condition for detailed achievement which is applied to an organization, its departments and results from environmental objectives and which is required to be determined and met in order to achieve such objectives.

Relevant Party: A person or group of people in our outside an organization and who handles the work about the performance of such organization or who is affected by such performance.

Control Measure: An action or activity required to prevent, eliminate or minimize dangers to a reasonable level.

Critical Limit: A value/criterion which distinguishes acceptability and unacceptability from each other

Flow Chart: The schematic chart of the relation between the lines and steps or operations applied for a specified product or service.

Prevention of Pollution: Use of processes, applications, techniques, materials, products, services or energy in order to prevent, minimize or control the formation, emission or disposal of a contaminant or waste (separately or together) in order to minimize the negative environmental effects. The prevention of pollution consists of decreasing the use of sources or not using sources, changes in processes, products or services, effective use of sources, replacement, reutilization, recovery, recycling, improvement and refinery of materials or energy.

Audit: A systematic examination carried out in order to determine whether the activities regarding Integrated Management System of an organization and the result of such activities conform to the regulations and these regulations are effectively implemented and whether such activities can meet the policy and objectives of such organization. Audit is consisted of experiences, processes, procedures and the sources used for the development, implementation, improvement, achievement, review and sustainability of the policy of an organization.

Risk: The product of the results of a harmful event and such event's occurrence probability.

Risk Assessment: The assumption of the risk in all processes and the decision whether the risk can be tolerated.

Safety: Non-existence of an unacceptable risk

Acceptable Risk: The risk at a level tolerated by the organization in consideration of legal requirements and such organization's policy.

Accident (Occupational Accident): An unwanted situation which may result in death, disease, injury, damage or other losses.

Damage: Injuries, diseases, damage to products or worksite or a potential source or situation which may cause aforementioned.

Damage Assessment: The process defining the existence and characteristics of a damage.

OHS Management System: A part of whole management system which facilitates the OHS risks management regarding the activities of an organization. Such system includes the structure, activity plans,

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responsibilities, experiences, processes, procedures of an organization and sources for the development, implementation, improvement, achievement, evaluation and sustainability of the policy of such organization.

Galvanization: Zinc-melt coating by hot dip method

TS-914 EN ISO 1461: Hot Dip and non-centrifuged Coatings applied on iron and steel materials

TEİAŞ : Turkish Electricity Transmission Corporation

TEDAŞ : Turkish Electricity Distribution Corporation

GSM : Global System Mobile

Note: Above definitions have been extracted from TS-EN ISO 9001:2008 Quality Management System, TS-EN-ISO 14001:2005 Environmental Management System and TS 18001:2008 Occupational Health and Safety Management System standards, organizations and other sources.

VII – ORGANIZATIONAL INFORMATION

Baran Çelik ve Galvaniz Sanayi Limited Şirketi (Baran Çelik ve Galvaniz Sanayi ve Ticaret Ltd. Şti.) was founded by Veli BARAN, Adem BARAN and Bekir BARAN in ANKARA. Baran Çelik ve Galvaniz San. Ve Tic. Ltd. Şti. has completed several facilities and projects at home and abroad. Our Company still continues its business activities at the headquarters located at Saray Mah. Dağyaka Cad. No :4 Saray-Kazan / ANKARA.

The Company embarked upon its business activities in 1970s as a small family-owned enterprise to have a place in the Energy Sector by means of producing bolted, galvanized energy transmission lines and iron pylons. In 1988, the Company included Galvanization Unit and experienced an institutional restructuring under the name **Baran Çelik ve Galvaniz San. Ltd.Şti.**

Our Company performs steel construction works for institutions like TEİAŞ and TEDAŞ, for neighboring countries, Middle Eastern and African countries, municipalities, private organizations and institutions in the domestic market along with TS 914 EN ISO 1461 Hot Dip Galvanization and contract Galvanization works. Our Company has offered services to its customers regarding production, galvanization and all project types by means of its own equity capital under increasingly competitive conditions.

Our Company, well-known for its priority of customer satisfaction and prompt delivery of works in thy sector, continues its projects at home and mostly abroad. Since our Company acts upon the principles of:

- Reasonable Price
- High-quality Products and Services
- Prompt Delivery
- Customer Satisfaction
- Continuous Improvement

We have always been a preferable company for our customers.

Our Products:

380kV - 154 kV- 34,5kV Energy Transmission Lines

380kV – 154 kV Substations, Switchyard Pylons

GSM , TV and Radio Link Aerial Pylons

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Low and High Voltage Pylons and Potentiometers

Monopole Aerial Pylons

Polygon Illumination, Totem and Flag Pylons

Highway Barriers and Posts

Traffic Signs

Shelter Container

Steelwork Steel Construction Productions

Hot Dip Galvanization

Our Company in Figures:

Total Area :27.000m²

Indoor Area : 1.500 m² for Galvanization Area (Galvanization Hall) and 9.500 m² for Production Area (Cage Hall – Polygon Hall - Assembly/Warehouse hall)

Outdoor Area :16.000 m²

Administrative and Social Areas : 4.000 m²

Annual Production Capacity

* Fabrication Production : 24.000 ton/year

* Galvanization Production : 30.000 ton/year

Our Equipment Pool

Equipments	Origin	Operational Capacity/Features	Pcs.
FICEP HP 16 T6 CNC	Italy	160*160*19, Ø32 mm cutting-drilling and numbering	1
FICEP P 51 CNC	Italy	3-25 mm, Ø32 mm metal sheet processing	1
FICEP A 16.36 NT CNC	Italy	160*160*19, Ø32 mm cutting-drilling and numbering	1
FICEP A 13.34 NT CNC	Italy	130*130*13, Ø32 mm cutting-drilling and numbering	1
FICEP P 803 A CNC	Italy	3-25 mm, Ø32 mm metal sheet processing	1
FICEP 166 T CNC	Italy	160*160*19, Ø32 mm cutting-drilling and numbering	1
Hydraulic Perforation-Cutting	Italy	Ø32 mm , 26 mm cutting-drilling	1
Hydraulic Flag Copying	Italy	Ø32 mm , 16mm drilling	1
Universal Combined	Russia	Ø32mm, 10 mm cutting-drilling	6
Eccentric Guillotine Sheers	Local	2-18 mm cutting	3
Crane	Local	10 ton -2x3 ton- 5 ton	24
Hydraulic Presses	Local	Profile and metal sheet folding	3
Transmission Morse/Magnetic Drill	Local	Ø32 mm , 20 mm drilling	9
Inert Gas Welding	Local	Profile and metal sheet welding	15
Oxy –Cut CNC	Ajan	100 mm metal sheet cut , 1,5*6 mt	1
Drilling – CNC - Drill	Ajan	Ø35 mm , 1500*3000mm	1
Ankant Pres AD-S Tandem CNC	Durmazlar	18 mm –St52 metal sheet – 12mt folding 2*6000	1
HP-130A Plasma - CNC	Ajan	1-25 mm precise metal sheet cutting	1
Universal Tost Lathe	Slovakia	Round material processing	1

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Management Representative Hakan SERDAR	General Manager Veli BARAN

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Shaping Machine	Russia	Angle edge removal (70cm-50cm)	2
Molder Milling Machine	Taiwan	Surface, slot opening, ..vs.	1
Generator (Volvo-Penta)	Sweden	167 kVa - 354 kVa	2

Galvanization Facility :

Pool Type	Number	Pool Dimensions (mm) / Single dip	Operational Capacity/status
Zinc Pool	1	8250 x 950 x 1400 (12mt in double dip)	Apprx.450°C – 1500kg
Acid Pool	4+1	9400 x 1300 x 1480 + 9400 x 1940 x 1480	12 ...32 Baume
Flax Pool	1	9400 x 1300 x 1480	35...22 Baume
Water Pool	2+1	8150 x 1230 x 1480 + 9400 x 1300 x 1480	Normal Ambient Temperature

Refinery Units: We have Chemical Refinery and Biological Refinery Units (we have Discharge Permit License).

Some of Our References:

TEDAŞ , TEİAŞ GENERAL DIRECTORATES AND JOINT AFFILIATES
TURKCELL / ERICSSON TELEKOMİNİKASYON A.Ş.
ALCATELL TELEKOMİNİKASYON A.Ş.
ERICSSON TELEKOMİNİKASYON A.Ş (ARIA)
ERICSSON TELEKOMİNİKASYON A.Ş (TTI - AYCELL)
PALMET TELEKOMİNİKASYON A.Ş
SIEMENS SANAYİ VE TİCARET A.Ş.
TELSIM / MOTOROLA TELEKOMİNİKASYON SAN. LTD.ŞTİ.
BTE ENERJİ A.Ş.
LOTUS ENERJİ PROJE TİC.A.Ş.
PEKER İNŞAAT TİC. VE SAN.A.Ş.
ÇALIK ENERJİ SAN.TİC.A.Ş.
AYKON ELK. TAAH. TİC.LTD.ŞTİ.
EUROPOLES
KAYEN KAYI ENERJİ YATR. A. Ş.
ANEL ELK. PROJE TAAH. TİC.A.Ş.
KULE A.Ş.
HUAWEI
ALTAHADUTH FOR TELECOMMUNICATION SERVICES
TUNÇ TELEKOMİNİKASYON A.Ş.
RADSAN A.Ş.
QARTAL CONSTRUCTIONS CO.
VODAFONE MOBİL TELEKOMİNİKASYON HİZMETLERİ A.Ş.

Address : Saray Mah. Dağyaka Cad. No:4 Kazan/ ANKARA/TÜRKİYE
Tel : + 090 312 815 41 79 / 815 53 52
Fax : + 090 312 815 53 53
Web : www.barancelik.com.tr
e-mail : barancelik@barancelik.com.tr

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VIII – OUR POLICY

‘Our Organization acting upon the regulations and legal requirements regarding Steel Construction Production and Galvanization in Energy Transmission and Communication sector, realizes its understanding of high-quality products and services by means of adopting International Standards and principles at the highest level.

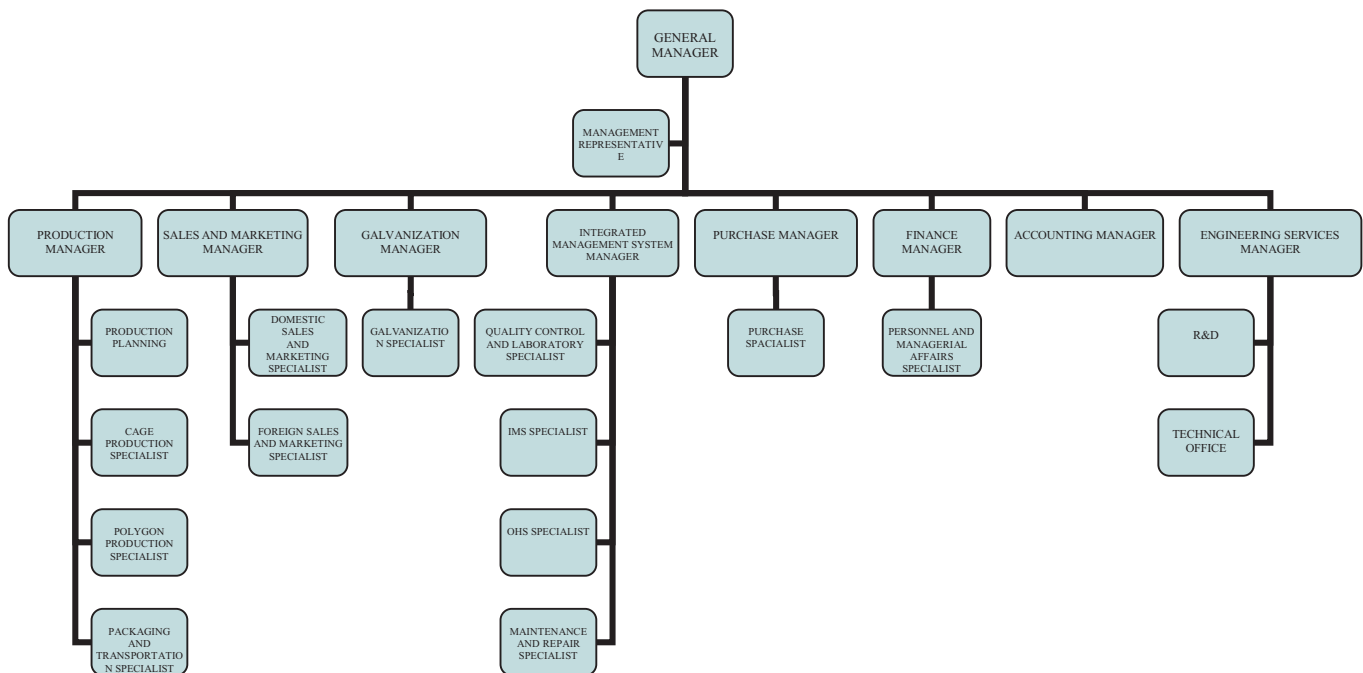
In terms of **Quality, Environment, Occupational Health and Safety**; our Company has formed and implements an integrated management system in order to prevent pollution, injuries and health problems in parallel with its objectives, understanding of management, risks and the environmental effects of our activities.

We shall continue to be one of the leader organizations in our sector by means of offering our products via prompt and reliable service, protecting environment and effectively using our sources like experienced labor, technological infrastructure and materials and through constant improvement of our system.

Our policy is to stimulate the satisfaction of our customers and employees by means of complying with the requirements of **Quality, Environment, Occupational Health and Safety Management Systems** in order to realize such objectives.’

IX – ORGANIZATION

ORGANIZATIONAL CHART



Organized by	Approved by
Management Representative Hakan SERDAR	General Manager Veli BARAN

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4. INTEGRATED (QUALITY) MANAGEMENT SYSTEM

4.1 General Requirements

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has formed, documented and implements an Integrated Management System complying with the requirements of the standards of TS-EN ISO 9001:2008 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety Management System.

The documents required for the implementation of the defined processes and the efficiency of such implementation have been drawn up and the required sources have been obtained by the senior management of our organization.

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has defined and documented the processes required by the Integrated Management System, the sequence and interaction of such processes. The sequence and interaction of such defined processes in relation to our products and services have been discussed in the end of this book and the documents regarding the Integrated Management System.

The methods required for the monitoring and measurement of the processes defined below within the Integrated Management System have been defined and are being implemented via Process cards formed.

- Management Responsibility Process
- Resource Management Process
- Customer Satisfaction Process
- Galvanization Process
- Fabrication Process
- Purchase and Supplier Assessment Process
- Measurement Analyses and Improvement Process

In terms of **Management Responsibility Process**, we have considered legal requirements and the expectations of our customers, our policies, objectives related to quality, environment and OHS, legal regulations, risk analyses and levels, the requirements of product standards. The policy and objectives of our Organization have been defined according to such requirements and such activities are announced to our employees through the methods and rules of internal communication as defined in instructions. The required resources are defined and confirmed by the Integrated System Board, by management review, during OHS Board meetings or upon the decision of the Shareholders. Such decisions are executed upon the approval of the Shareholders.

According to the **Resource Management Process**; resources about human resources, training, machines and equipments, infrastructure, working environment, customer requirements, legal requirements, information on suppliers, money, time management, the requirements of the Integrated Management System, corrective / preventive actions and the effective use of such resources are discussed and defined by the Integrated System Board, management review and during the meetings of Board of Directors, or amongst

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department managers or Shareholders; such decisions are submitted to and executed upon the approval of the senior management.

According to the **Customer Satisfaction Process**; customer surveys are performed, project completion certificates are obtained, the complaints of customers are received and answered and our products analyzed in Laboratories according to the Specifications and Customer expectations in agreements and product standards are confirmed with test reports.

Galvanization Process and Fabrication Process prepared within the scope of Product and Service Realization Process; legal requirements, standards, regulations, demands and expectations of customers generate the inputs of the process. The sub-processes of this process are Product Planning activities, Galvanization and its sub-processes and Steel Construction Fabrication works consisting of sub-processes such as Cutting, Drilling, Numbering, Folding, Carving, Welding, outsourced galvanization and fabrication works, delivery to the worksite and customers, on-site assembly, product definition and traceability, maintenance of machines and equipments, assessment of suppliers, purchase, control activities regarding products and services at predefined stages, gathering and analysis of information, storing and conservation of materials and products. The quality of activities during the realization of products and services, their effects on environment, the comfort of working environment and such activities' conformity to the rules of occupational health and safety are taken into consideration.

In the **Purchase and Supplier Assessment Process**; purchase details are written down and the products and services are only purchased from assessed and selected suppliers.

Measurement Analyses and Improvement Process is implemented for the whole Integrated Management System and its results are monitored and confirmed upon internal audits. The results of internal audits are evaluated and the personnel responsible for such process participate in improvement activities, then they are evaluated in the management review meetings. The needs, expectations and complaints are evaluated within the frame of Customer Relations Instruction. Surveys are performed in order to ensure the satisfaction of personnel in the organization; the results of the surveys are analyzed and submitted to the senior management. Activities required for expectations and improvements are carried out. Feedbacks from customers are received to ensure the customer satisfaction and the recommendations and complaints of our customers are evaluated through measurement analyses and the results are discussed and evaluated by the management during management review meetings. The analyses performed to this end are performed at stages predefined according to the instructions formed and the relevant records are kept.

In our Organization, all activities are planned in consideration of the environmental effects in order not to harm the environment during production, assembly and offering services. The possible environmental and OHS threats in our activities and facilities are defined, reviewed and required activities for then control of such risks are performed. The areas to be controlled regarding the threats defined, critical legal limits, monitoring methods, monitoring frequencies, procedure to be followed in case of excess of defined limit and authorities and responsibilities in relation o such procedures are defined, written down and implemented.

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The required controls regarding the outsourced processes within our Integrated Management System are followed in our Company or that of the Supplier.

4.2.Documentation Requirements

4.2.1. General

Our Integrated Management System documentation has been formed considering the activities we perform and our personnel's competence. Our Integrated Management System documentation consists of the following:

- a) Documented statements of our incorporation policy and objectives,
- b) Integrated Manual,
- c) 9 procedures required for effective planning, implementation and establishing control of the processes d) Records set forth in accordance with Control of Records,
- e) Our definitions indicating the tasks, qualifications and responsibilities, our plans concerning quality, environment and OHS, our forms and specifications we utilize to collect data,
- f) External documents which are controlled by us,
- g) Hardware and software such as LOGO, MICROSOFT OFFICE, XSTEEL, TOWER, WINDOWS SERVER and AUTOCAD.

Procedures explain the stages of Integrated Management System implementations and how to accomplish which tasks. They also set forth authorizations and responsibilities when needed. They refer to other documents (plans, instructions, specifications, job descriptions, forms etc.) which form up the Integrated Management System. A List of the procedures formed is provided at the end of this manual.

Our organization has conducted risk analysis concerning product and service provision as well as all processes, put this information writing and ensures its continuity.

Risk analyses have been conducted at our factory, work sites and project locations, precautions for occupational health and safety have been taken and are currently being implemented.

Our organization has identified the potential risks for the processes according to their frequency and impact in terms of environmental and occupational health within the scope of implementation of the Integrated Management System (factory, projects, work sites) and has been assessing such risks. Risks involved are being controlled through methods indicated in Environmental Aspects and Impacts Plan, Environmental Program and Performance Monitoring Plan, OHS Risks and Risk Analysis Plan as well as OHS Performance Monitoring Plan.

4.2.2. Integrated Manual

Our Integrated Management System which has been formed up to meet the requirements indicated in TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS 18001 Occupational Health and Safety Management System that is currently being implemented has been outlined in the Integrated Hand Manual. Our Integrated Manual that can be used for training, presentation and advertisement refer to implementation documents at a lower level for detail applications such as procedures, instructions and plans. In addition to our policy that involve environmental and OHS requirements; our

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organization's organizational chart and the Integrated Management System processes and the interaction between the processes have also been included in the Integrated Manual.

4.2.3. Control of Documents

The documents included in our Integrated Management System have been specified above. Our records are organized, preserved and kept in the manner indicated in Control of Records Procedure.

Control of Documents Procedure has been formed up in regard to the articles of the standards. The procedure formed up covers the following matters:

The documents drawn up are controlled by the Management Representative prior to publication in terms of efficiency, reviewed by the Integrated System Board and approved by the General Manager.

It contains the requirements regarding the manners in which it is formed up, published, modified and reapproved.

It describes the identification methods for outdated documents. It also specifies the methods to keep the most updated copies of the effective documents at user units.

Matters regarding the coding, classifying and distinguishing of the documents have been explained in 'Document Coding Instructions'. The rules for identifying and distributing the external documents used, as well as controlling such documents, the rules for immediately withdrawing the outdated documents from all locations where they are utilized, accessibility to old information as well as the availability of the information related to the nature of the modifications have been explained in the respective procedure. For this purpose; documents are identified by means of CONTROLLED COPY BARAN – UNCONTROLLED COPY BARAN and CANCELLED BARAN stamps. The name, number, publication date and revision numbers of the documents can be tracked with updated document lists.

Our organization establishes control of the external documents in accordance with the document control system implemented within the scope of the respective procedure and has ensured the utilization of only updated and valid external documents.

The methods and activities concerning the control of documents performed on computer environment at our organization have been explained in Control of Documents and Records on Computer Environment Instruction.

4.2.4. Control of Records

Records indicating all system implementations conducted at our organization are kept continuously and properly by all individuals/units who perform the implementation.

Control of Records Procedure has been formed up is being implemented regarding the control of records. This procedure formed up describes the required precautions to prevent damage and deformation while the records are kept, protected and preserved, the methods to provide easy access to old records when required and traceability during archiving, retention periods and authorizations. Archiving is conducted in the archive by the department keeping the records. Methods and responsibilities to dispose of the records that expired their retention periods have been specified.

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Reference Documents

Control of Documents Procedure

Control of Records Procedure

Document Coding Instruction

Control of Documents and Records on Computer Environment Instruction

5. MANAGEMENT RESPONSIBILITY

5.1. Commitment of the Management

The senior management of Baran Çelik ve Galvaniz Sanayi Limited Şirketi has set forth and ensures the implementation of the methods required for the implementation, development and constant improvement of the efficiency of our Integrated Management System, to meet the customers' needs and expectations at the highest level as well as the methods required to prevent environmental pollution, accident risks and efficient utilization of natural resources. With the support they have given to the establishment and implementation of the Integrated Management System, our organization's senior management commits to fulfill their obligations for quality, environment and occupational health and safety. In accordance with the relevant instruction to assess the Integrated Management System's implementation efficiency and outcome; Integrated System Board and Management Review Meetings are held. The improvement of our Integrated Management System is accomplished through the following procedures:

a) Fulfilling the customer requirements and the legal requirements concerning the quality, environment OHS at our company and the following up of the currency of the legal regulations,

b) Establishing our policy: Our organization is aware of a requirement of the Integrated Management System that focuses on the customer, protects the environment, minimizes the environmental pollution and complies with occupational health and safety. All employees must perform their implementations with this mentality.

Our policy has been discussed at the Integrated System Board, confirmed and approved by the management. Our policy has been posted at various locations within our organization and announced to all employees and the public by publishing it on our web page and in the Integrated Manual. Internal and external seminars are planned and organized in order to promote the quality, environment and OHS awareness of our employees. Training sessions are planned and carried out depending on the indicated requirements. Information on matters such as the implementations of the Integrated Management System, standards, system applications as well as organizational culture etc is given to employees during these training sessions.

c) Our objectives: Our Integrated Management System has been formed up in accordance with our organizational structure. Our objectives concerning quality, environment and OHS are established in writing at the meetings that are held periodically each year. Such objectives are formed up item by item on a measurable basis. Strategies to achieve our objectives are determined and implemented. Our objectives are assessed by the periodic meetings held by the relevant departments, the Integrated System Board and management and followed up with in terms of actualization.

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d) Management Review: Our organization's senior management discusses whether the Integrated Management System operates in conformity with the planned arrangements, the efficiency of product and service processes, the actualization status of quality, environment and OHS objectives, resource requirements and other matters, makes the necessary decisions thus helps the Integrated Management System's efficiency and improvement. Therefore, when modifications are made in the Integrated Management System, the integrity of the system is preserved.

e) Resources such as personnel, infrastructure, environment, work environment etc are provided by the senior management. Resources are planned and resource requirements are discussed at the Integrated System Board, Management Review and Executive Board meetings. The senior management's approval is obtained for the resource requirements determined.

5.2 Customer Focus

The senior management of Baran Çelik ve Galvaniz Sanayi Limited Şirketi carries out its activities towards increasing customer satisfaction by working in compliance with the legal requirements, customer needs and expectations, standards, regulations and legal regulations. Progress towards improvement is realized by conducting works within the scope of the Communication Instruction. Works are performed with the purpose of fully understanding the customer needs and expectations. The results are analyzed through customer complaints and feedback. The indications acquired are announced to the relevant departments through inter corporate communication.

5.2.1 Environmental Aspects

The environmental impacts of the activities conducted at our factory, projects and work sites concerning our products and services have been indicated in the presence of our consultants at Baran Çelik ve Galvaniz Sanayi Limited Şirketi by the Integrated System Board utilizing the Environmental Aspects and Impacts Plan. The indicated environmental aspects, the significant environmental impacts and the severity of the environmental aspects of our activities are assessed by the Integrated System Board in accordance with the risk assessment method specified within the scope of the Environmental Impact Measurement and Monitoring Plan. The activities required to eliminate or alleviate the significant environmental impacts are determined and implemented by the Integrated System Board. The implementation outcomes are monitored, measured and assessed. New activities are planned and implemented when necessary. The environmental aspects are reassessed in the case of any changes in the indicated environmental aspects, changed conditions, activities conducted at projects, work sites and new implementations.

5.2.2. Threat definition, Risk assessment and Control Specifications

The methods to be implemented for the definition of occupational health and safety risks concerning the activities conducted at Baran Çelik ve Galvaniz Sanayi Limited Şirketi headquarter, projects and work sites, the prevention, alleviation, of the impacts of such activities on humans as well as the environment and stopping the reoccurrence of such impacts and accidents have been explained in the Occupational Health and Safety

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Procedure. The accidents that can occur during or as a result of our activities and the accident risks are determined and their impacts are assessed in accordance with the Risk Assessment Instruction.

Occupational safety analysis method is used for the risk assessment. In this method, principally existing internal or possible external threats are determined. The combination of the possibility of occupational accidents in consequence of such threats and the severity of the harm due to such occupational accident along with the assessment of risk which may be caused by such threat are used. The implementation of the occupational safety analysis method and risk assessment is carried out in accordance with the Risk Assessment Instruction. Beside the routine activities carried out in our Organization, non-routine activities are also taken into consideration during the planning activities regarding occupational health and safety.

5.2.3 Legal and Other Requirements

In Baran Çelik ve Galvaniz Sanayi Limited Şirketi, the implementation of the Integrated Management System incorporating Quality, Environmental and OHS Management Systems is subject to the requirements of laws, regulations, legislations and standards. The importance of meeting the legal requirements regarding the activities of Baran Çelik ve Galvaniz Sanayi Limited Şirketi explained to all personnel through trainings.

All laws, regulations, legislations and standards regarding Baran Çelik ve Galvaniz Sanayi Limited Şirketi is defined as “**external documents**”. The actuality of all external documents defined is followed according to relevant procedures, while up-to-date distributions are carried out via computer environment. Good practices of other organizations in our sector are taken into consideration in the environmental activities.

5.3. Our Policy

Our policy defined, documented and announced by the management of Baran Çelik ve Galvaniz Sanayi Limited Şirketi has been documented according to our business principles and objectives regarding Quality, Environmental and OHS Management Systems and to:

include the commitment of continuous improvement and development as per the requirements of Integrated Management System,

support and form a frame for our objectives,

include the roles and other particulars as regards the development of awareness of quality, environment, occupational health and safety besides the importance we place upon our employees.

We carry out internal audits in order to ensure that our policy is communicated with all departments of our organization and understood by all personnel. Our policy is reviewed and revised when necessary in accordance with developments and needs during the planned Integrated System Board meetings and management review meetings.

5.4. Planning

5.4.1. Objectives

The senior management of Baran Çelik ve Galvaniz Sanayi Limited Şirketi has defined and documented the requirements of products and services realized within the scope of all projects included in our business line and

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the Quality, Environment and OHS objectives which can be measured at relevant functions and levels and which are parallel with the policy of our organization. The objectives are followed.

The objectives are defined by considering the data obtained as a result of the implementation of Integrated Management System during the Integrated System Board and management review meetings. Strategies are defined to achieve objectives and the required resources are provided by the senior management.

5.4.2. Planning of the Integrated Management System

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has defined its processes in order to meet the requirements of the Integrated Management System along with objectives defined periodically. The planning of the Integrated Management System is performed to include all processes, process sequences, process interactions, necessary resources, monitoring, measurement and analyses of processes. In addition, the Integrated Management System is followed through 15 plans which are Input Quality Plan, Galvanization Process Quality Plan, Fabrication Process Quality Plan, Pylon Assembly Quality Plan, Environmental Aspects and Effects Plan, Environmental Program and Performance Monitoring Plan, OHS Threats and Risk Analysis Plan, OHS Performance Monitoring Plan, Emergency Plan, Calibration Follow-up Plan, Annual Internal Audit Plan, Annual Training Plan, Annual Machinery Maintenance Plan, Plant Layout Plan and MSDS Plan.

5.4.3 Environmental Management Program

Integrated Management System Specialist organizes Environmental Program and Performance Monitoring Plan under the supervision of consultants in order to achieve the environmental objectives defined in our organization and the Integrated System Board reviews and executes such Environmental Program and Performance Monitoring Plan. The activities to be carried out in order to minimize the harm we cause to the environment and prevent the environmental pollution, the personnel responsible for performing such activities, completion dates of activities and monitoring and measurement methods and periods are defined in the program organized. All kinds of resources needed for the implementation of the environmental programs organized are provided by the senior management of our organization.

The environmental effects are reviewed by the Integrated System Board and the Environmental Program and Performance Monitoring Plan is revised due to changes, developments, new activities and similar reasons which may take place subsequent to the execution of environmental programs.

5.5. Responsibility, Authority and Communication

5.5.1. Responsibility and Authority

“Task Definitions” defining tasks, authorities and responsibilities of all personnel managing, implementing and confirming the activities regarding Quality, Environmental and OHS Management System, such personnel’s mutual relations, their supervisors and who they will represent are prepared in order to ensure the control of the processes. Emergency Staffs are formed and executed within the frame of Integrated Management System.

The task definitions organized are distributed among the relevant departments. The organizational chart approved by the senior management of Baran Çelik ve Galvaniz Sanayi Limited Şirketi has been given as a

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schematically in the Integrated Manual. The organizational chart approved by the General Manager is hanged on several places and in all facilities as CONTROLLED COPY BARAN.

5.5.2. Management Representative

The Integrated Management System Manager has been appointed as the **Management Representative** regardless of his/her other responsibilities. The Integrated Management System Manager performs activities under the supervision of the senior management. He organizes the meetings specified in the Communication Instruction and reports meetings, delivers meeting reports to participants, follows up the decisions given and presents all such information to the senior management as a report and establishes communication with external organizations regarding the quality, environment and occupational health and safety.

The particulars as to the activities of the Integrated System Board have been specified in the Communication Instruction. Other authorities and responsibilities of the Integrated System Manager are defined in the task definition.

5.5.3. Internal Communication

Internal communication in Baran Çelik ve Galvaniz Sanayi Limited Şirketi is established orally or in written through Internal Correspondence Form organized, meetings, notice boards, internet, computer programs, announcements, telephone calls and trainings. The efficiency and effectiveness of meetings are evaluated. The method of establishing internal communication is specified in Integrated Management System documents. The internal communication method is defined considering the awareness, sensitivity of our personnel and the importance and emergency of the information communicated. The details are given in the Communication Instruction.

The communication of Baran Çelik ve Galvaniz Sanayi Limited Şirketi with external organizations regarding quality, environment, occupational health and safety is carried out by the Management Representative in written, orally, through telephone calls, fax, e-mails or interviews. The information regarding the communication of other departments is specified in task definitions and relevant documents.

5.6. Management Review

5.6.1. General

Management Review Meetings are planned and held by the senior management for the evaluation of the implementation of the Integrated System Management in our organization. Such activities are realized according to the Communication Instruction formed.

The issues regarding the agenda of meetings, determining the matters to be discussed, keeping records and announcement of the decisions made and keeping the meeting reports, the follow-up, coordination and control of the decisions made are specified in the Communication Instruction.

5.6.2. Review Inputs

Below specified headings are the agenda of the meetings held:

- Reading and evaluating the Performance Report prepared by the Management Representative,
- Results of the Audits, (Internal-External Audits),

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- c) Emergencies and implementations regarding emergencies,
- d) Environmental Programs,
- e) Environmental and Occupational Health and Safety Risks Analyses,
- f) Customer feedbacks,
- g) Process performance, product and services conformity and conformity to legal requirements,
- h) Follow-up activities continuing after the previous management review,
- i) Changes which may affect the Integrated Management System,
- j) Policy, objectives and recommendations on improvements,
- k) Demands and expectations of participants.

5.6.3. Review Outputs

The decisions made during the meetings are reported by the Management Representative. During the management review meetings, the below decisions are made:

- a) Improvement of the Integrated Management System and the processes of such system,
- b) Increasing the customer satisfaction, minimizing the effects and risks of product and service quality, environmental and occupational health and safety risks and effects and their constant improvement,
- c) Defining the needs for resources

Reference Documents

Occupational Health and Safety Procedure

Communication Instruction

Risk Assessment Instruction

Environmental Aspects and Effects Plan

Environmental Program and Performance Monitoring Plan

OHS Threats and Risk Analysis Plan

OHS Performance Monitoring Plan

Internal Correspondence Plan

6. RESOURCE MANAGEMENT

6.1 Provision of Resources

The senior management provides for what is needed in order to implement, sustain the Integrated Management System and to implement the corrective and preventive actions which come out as a result of the occupational health and safety requirements, threat analyses and risk assessments. In addition, it defines the resources required for increasing the customer satisfaction by means of meeting their demands at maximum level, minimizing low-quality, environmental and occupational health and safety effects and preventing pollution. The senior management provides for the resources.

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6.2. Human Resources

6.2.1. General

When needed, Baran Çelik ve Galvaniz Sanayi Limited Şirketi employs its personnel on the basis of laws and documents. The organization of the activities is carried out by the Finance Manager and the Integrated System Manager. The approval of the General Manager is sought for the employment of new personnel. In our organization, we train our new personnel on quality and occupational health and safety, environment and the work requirements and rules in our organization in order to ensure their adaptation to our organization in a short time.

6.2.2 Competence, Training and Awareness

The training, experience and other qualifications of the personnel considering the titles and activities of all personnel working in Baran Çelik ve Galvaniz Sanayi Limited Şirketi have been defined. Provision of training and training activities are carried out in accordance with the Training Instruction.

Our organization tries to provide highest-quality training needed by all personnel implementing, managing, confirming and affecting such activities considering that the formation, sustainability and improvement of the Integrated Management System is the task of all personnel.

Training requirements are determined by the Integrated Management System Manager according to the demands received from all departments. Having sought for the opinion of the General Manager, Integrated System Manager prepares the Annual Training Plan. Before issuing the prepared training plan, such plan is reviewed by the Integrated System Board and approved by the General Manager.

Such training activities are realized in and outside the organization by expert trainers and the results of training are evaluated as specified in the Training Instruction.

Our personnel is informed on the relation between the activities they perform and the quality, environmental and occupational health and safety while how they can contribute in the quality of products and services and occupational health and safety. We keep records of training, competences and experiences.

6.3 Infrastructure

Baran Çelik ve Galvaniz Sanayi Limited Şirketi defines the need for infrastructure required for the appropriate realization of products and services it offers as a result of the activities performed and implements and ensures the sustainability of such infrastructures needed.

All kinds of equipments and machinery which are essential in terms of environment within the frame of the infrastructure in production facilities of the product and services and in Baran Çelik ve Galvaniz Sanayi Limited Şirketi are provided by the senior management. Occupational Health and Safety Procedure has been formed in terms of occupational health and safety; risk analysis have been carried out and required measures have been taken and infrastructural needs have been satisfied. The activities are controlled according to the OHS Performance Measurement and Monitoring Instruction.

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6.4 Work Environment

The senior management provides for the conditions required for the motivation of employees and increasing their performance and efficiency levels. Departments regarding software and hardware equipments, management building, office stationeries and social facilities have been created for a comfortable work environment for department and project personnel.

The entries and exits of personnel in our plant are controlled through entry and exit card reading system. The security is maintained by the permanent guards. The employees are transported to our organization in service vehicles. The food is provided from and served by catering companies. In our organization, we have reserved places for Social needs such as teahouses, meeting and training rooms.

The environment conditions required for environmental, occupational health and safety have been ensured for both employees and customers. All threats which may result in contamination and injuries have been eliminated by means of defining threats and carrying out risk analyses. In addition, negative effects on work environment and poor resources such as insufficient illumination, extremely hot-cold room temperatures have been eliminated. The needs for resources which cannot be satisfied in a short time are covered in plans and the environment conditions are guaranteed.

Reference Documents

Occupational Health and Safety Procedure
OHS Performance Measurement and Monitoring Instruction
Workplace General Working Instruction
Training Instruction
OHS Performance Monitoring Plan

7. PRODUCT AND SERVICE REALIZATION

7.1. Planning of Product and Service Realization

All processes for realization of products and services at Baran Çelik ve Galvaniz Sanayi Limited Şirketi are planned and improved within the scope of the constant improvement principal. The consistency of the plans and projects with the other processes of the Integrated Management System is carefully considered when such plans and projects for product and service improvement are being formed up.

During the product and service realization planning; all phases of the product and service realization, the interactivity of the processes, control points and criteria have been documented with the instructions prepared. Planning of products and services at our organization is carried out as indicated in the instructions pertaining to customer demands, laws and product and service planning. The precautions which can be taken against accident risks and potential threats that have been identified in terms of product and service quality, environment, occupational health and safety have been indicated in process phases. In this context, OHS Threats and Risk Analysis Plan have been formed up and are being implemented in terms of environmental and occupational health and safety per the Risk Assessment Instruction. Production Planning and Production Instruction which specifies the controls to be performed during and at the end of production phases have been

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formed up. Controls are performed considering the relevant standards, regulations and the established acceptance-rejection criteria. Production instructions and product quality plans that indicate the controls to be performed, the records to be kept and personnel in charge have been formed up. Requests, reviews, all activities that are in contract phases and the extent of meeting customer requirements are explained in the Customer Relations Instruction. Request and delivery planning is done utilizing the shipping, packaging and delivery instruction.

Reference Documents

Customer Relations Instruction

Risk Assessment Instruction

Shipping, Packaging and Delivery Instruction

Other Production, Control, Operating and Maintenance Instructions

7.2. Customer Related Processes

7.2.1. Defining the Requirements In Relation to Product and Services

Baran Çelik ve Galvaniz Sanayi Limited Şirketi conducts its design and production as indicated in the standards in compliance with the regulations. The input requirements that are purchased have been discussed in the Input Quality Plan and standards. Customer orders are received, reviewed and then request and delivery planning is carried out.

Customer Relations Instruction discusses receiving and reviewing the requests and all activities in contract phases. Customer requests are received in writing in order to fully understand the customer's wishes and expectations. The requirements specified by the customers, requirements not specified by the customer but defined and known to be required for the intended purpose, the relevant legal and regulation requirements and other additional requirements if any are determined by our organization. Our organization manufactures products that are in compliance with regulations and standards. The extent of meeting the customer requirements are measured by the Customer Relations Instruction.

7.2.2. Reviewing the Requirements In Relation to Product and Services

No matter what the procedures are, the specifications of Baran Çelik ve Galvaniz Sanayi Limited Şirketi product and services are reviewed by our organization. Review criteria are:

- Requirements specified by the customer (standard and technical specification criteria, customer demands),
- Requirements not specified by the customer but defined and known to be required for the intended purpose (regulations and law)
- Legal requirements and additional requirements determined by our organization related to Baran Çelik ve Galvaniz Sanayi Limited Şirketi products and services are reviewed in terms of work feasibility, our organization's efficiency in meeting the customer demands, our organization's workload intensity and capacity, proximity and distance of the delivery location, whether the project is domestic or abroad, our technological capability, the resource investment required, technical criteria, quality requirements, material characteristics etc.

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Customer requests may be accepted following similar review activities conducted or rejected if they are not in compliance with the legal requirements and not in the interests of our organization. Our customer related activities are carried out within the scope of the Customer Relations Instruction.

7.2.3. Customer Communication

Customer Communication is performed within the scope of Customer Communication Instruction and Communication Instruction. Sales and Marketing Manager and Production Manager are in charge of customer relations at our organization. All activities within the scope of contracts placed are conducted by department and individuals who were put in charge within the Integrated Management system and their records are kept. Relations of the departments with the customers have been discussed In Customer Relations Instruction and Communication Instruction.

Reference Documents

Communication Instruction

Customer Relations Instruction

7.3- DESIGN and DEVELOPMENT

Design Instruction has been documented and its continuity has been ensured in order to assure that the requirements indicated for the desired product quality are met, controlled and confirmed.

7.3.1 Planning of Design and Development

A Design Plan is formed up for each and every one of the design and development activities at our organization by their respective people in charge. The relevant activities and responsibilities are defined in this Design Plan. Development and new design works of each product is coordinated by the Engineering Services Manager. Plans are updated as the design improves. The information regarding who will conduct which activities of the design, information flow between the relevant departments and the type of information to be transmitted are indicated in the Design Plan.

7.3.2 Design and Development Inputs

Inputs regarding the planned design/development,

Design related requests of the individuals in charge of the departments.

Legal requirements.

Customer/Administration requests.

Technological feasibility of the product.

Technical specifications.

Price.

Feasibility and production/assembly requirements at the company.

The above mentioned inputs are reviewed and documented by the personnel in charge in terms of their efficiency in meeting the requirements determined.

7.3.3 Design and Development Outputs

Acceptance requirements to include input requirements, design characteristics in phases such as operating, storage, shipping, maintenance etc have been determined and documented in order to ensure the validity and

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verifiability of the product which will be obtained as the result of the design/development activities. Design outputs are reviewed prior to distribution.

7.3.4 Design and Development Review

The conformity of the design results with the specified requirements are controlled in accordance with the Design Instruction and their records preserved.

7.3.5 Design and Development Verification

In addition to design review; verifications are carried out in the appropriate phases of the design in order to ensure that design outputs meet the requirements of design inputs. Design verification measurements are recorded.

7.3.6 Design and Development Validation

During the validation period of the designed or developed product, it gets tested for the functional features specified in customers' requirements for use.

7.3.7 Design and Development Modifications Control

Modifications that need to be made in the current design and development are documented after review and approval by personnel with defined authority.

Reference Documents

Design Instruction

7.4. Purchasing

7.4.1. Purchasing Process

Purchasing and Supplier Assessment Instruction has been formed up and put into effect for purchasing activities. Purchasing planning is carried out considering the market conditions as well as our organization's needs and capacities and in line with the needs indicated by the departments. Products and services are only purchased from the organizations indicated in the Approved Supplier List which was accepted in accordance with the Purchasing and Supplier Assessment Instructions. The Integrated system requirements and product standards are taken into consideration when purchasing materials and services that affect product and service quality, environment, occupational health and safety.

Supplier companies are informed on matters regarding the quality, environment, occupational health and safety requirements. Especially the supplier companies from whom we supply materials that have a negative impact on product and service quality as well as the environment are asked by specifications to be sensitive in these matters. Efforts are made towards increasing the quality level of the suppliers' products, environmental awareness and ensuring that they conform to occupational health and safety requirements. Suppliers are encouraged to operate systematically.

7.4.2. Purchasing Information

The department placing the request at our organization makes the effort to form up the documents regarding the materials/products and services to be purchased, forward them to the suppliers and ensures that the products and services are purchased through the suppliers with good history of performance and efficiency. Purchasing specifications have been formed up in this sense. The specifications or documents that have been established include information such as the quality of the materials/product and services, control and delivery requirements as well as technical and administrative matters such as quality, environment, occupational health and safety, etc. Receiving

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offers from suppliers, placing orders, definition, type, amount, characteristics, quality facts of the material, delivery time of product certifications, planning and purchasing activities are documented and implemented by the Purchasing Manager.

7.4.3. Validation of the Purchased Product

Following the delivery of the product and materials to the relevant departments of our organization, their input controls are carried out by the employee in charge of the Integrated Management System or Quality Control Personnel in accordance with the Input Quality Plan, Input Control Instruction, Purchasing specifications or documents.

When Baran Çelik ve Galvaniz Sanayi Limited Şirketi or our customers desire to carry out onsite verification, the validation arrangements are documented in the purchase documents. Such arrangements and the validation of our customers do not mean that required controls or validations cannot be performed on the materials or products. Our organization assumes sole responsibility.

Reference Documents

Control of Unconformities Procedure
Purchase and Supplier Assessment Instruction
Input Control Instruction
Confirmed Supplier List
Input Quality Plan

7.5. Production and Service Provision

7.5.1. Control of Production and Service Provision

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has defined the controls to be implemented on the products and services. The method of offering products and services are explained in detail in the product plan prepared, production, machinery-device operation and maintenance instructions and facility operation instructions. The inputs, activities to be performed, controls, responsibilities, resources and records to be organized have been specified in the documents prepared in accordance with the process.

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has organized the maintenance plans of machinery and equipments used in order to meet the requirements of the quality of products and services, environment, occupational health and safety. The periodical maintenances and operations in case of malfunctions are kept in records.

The products and services are controlled at predefined periods and the processes are kept under controlled. In case of an unconformity to the Fabrication and Final Control Instruction, the Control of Unconformities Procedure applies to the operation.

Reference Documents

Control of Unconformities Procedure
Fabrication and Final Control Instruction
Other Production and Assembly instructions
Machinery-device operation and maintenance instructions

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7.5.1.1 Control of Occupational Health and Safety Activities

Existing and possible accident probabilities and risks have been defined by means of risk analyses as per the Risk Assessment Instruction in consideration of all activities realized in Baran Çelik ve Galvaniz Sanayi Limited Şirketi. The methods required for eliminating and minimizing the defined risks of accidents and minimizing the results of the effects of accidents in consequence of possible accidents. Accordingly, Emergency Instruction and OHS Performance Measurement and Monitoring Instruction have been prepared and are implemented.

All personnel have been given training on occupational health and safety in order to prevent accidents, warning signs, pictures and writings have been posted at the required locations and personal protective equipments have been made available for use when necessary. Some personnel have been put through first aid training.

In addition to the safety of our own company personnel, the safety of our customers and visitors are also ensured with the implementations related to occupational health and safety. Precautions have been taken and drills have been conducted in connection with accidents and emergencies.

Reference Documents

Emergency Instruction

OHS Performance Measurement and Monitoring Instruction

Risk Assessment Instruction

7.5.1.2 Provision of Environmental Management Requirements and Control of Activities

In Baran Çelik ve Galvaniz Sanayi Limited Şirketi, the environmental aspects and environmental effects of the activities performed in relation to products and services and the materials used in such activities are defined. The methods regarding how the operations which have important environmental effects should be performed considering the policy, objective and goals of our organization within the frame of the integrated management system have been defined and such methods are documented in Environmental Planning Instruction and Environmental Protection Instruction and executed. Legal and other requirements have been taken into consideration.

While defining the methods for the realization of operations, we have intended to minimize the harm to the environment. According to the Risk Assessment Instruction and the results obtained by carrying out risk analyses and preparing the Environmental Aspects and Effects Plan; Environmental Program and Performance Monitoring Plan is prepared.

We have defined and executed methods regarding waste management in order to control, eliminate or minimize the effects of waste materials to the environment as a result of the activities performed. The organizations supplying us with inputs which have important environmental effects are requested to be sensitive to the environment; otherwise, the necessary sanctions are executed upon the decision of the Integrated System Board. Environmental Aspects and Effects Plan is reviewed by the Integrated System Board in case of changes in the inputs, processes, products and services which alter the environmental aspects and effects. Risk assessment is repeated and Environmental Program and Performance Monitoring Plan is updated having prepared Environmental Aspects and Effects Plan.

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Reference Documents

Emergency Instruction

Risk Assessment Instruction

Environmental Planning Instruction

Environmental Protection Instruction

7.5.2 Validation of Processes for Production and Service Provision

Baran Çelik ve Galvaniz Sanayi Limited Şirketi delivers its products to customers after the final controls of the products have been performed by the Quality Control Personnel documented in Galvanizing Process Quality Plan, Production Process Quality Plan and Pylon Assembly Quality Plan which are specified in standards and regulations. If any nonconformity is detected after the product is used as the product and the tests require, the customer is notified. The Parameters of the processes that need validated are monitored and kept under controlled conditions. The qualifications of the personnel working at particular processes are taken into consideration.

Reference Documents

Quality Plans and Production Instructions

Machinery – Equipment Operating and Maintenance Instructions

7.5.3 Definition and Traceability

The materials to be purchased within the scope of purchasing activities are purchased by item definition on project basis. The manufactured products are determined on the basis of Traceability Form, contract nr, location, date, employees and assemblers and then shipped to the customer following its definition. Misuse of the nonconforming product is prevented. The conforming products are accepted after obtaining the results of the controls performed. The activities related to definition and traceability of products and materials are discussed in Product Definition and Traceability Instruction.

Reference Documents

Product Definition and Traceability Instruction

7.5.4 Customer Property

Methods have been developed in accordance with the Customer Property Instruction and are being implemented in order to confirm, preserve and provide safety of the manufactured, semi-manufactured products or materials given to our organization by our customers to be used on their own products. If such property is lost, damaged or unfit for use, our customer is assured by being informed and such loss or damage is preserved in accordance with the Control of Records Procedure.

7.5.5 Preservation of the Product

The preservation required for our products and production is provided through the instructions which have been formed up to include shipping, storage and stock control. Shipping, Packing and Delivery Instructions as well as the Storage and Stock Control Instructions have been formed up and put into effect. All precautions including occupational health and safety that are required to prevent the product from being negatively affected

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and prevent any damage on the environment during storage activities of the purchased product have been taken and put into effect.

Reference Documents

Storage and Stock Control Instruction

Shipping, Packing and Delivery Instruction

7.6 Control of Monitoring and Measurement Equipment

Calibration activities to ensure the audit and test equipment used for audits and tests measure accurately are conducted within the scope of the Calibration Instruction.

The numbers and availability of all measurement devices used at our organization have been indicated and listed. Calibration periods are determined and monitored considering information such as the environment where audit and test equipments are used, their sensitivity, frequency of use, international standards and the data from the external companies where they are calibrated. The most important basis is the accreditation and traceability of the company and/or companies where the equipment is calibrated. The validity of the results provided by the Calibration Company is reviewed by the Integrated Management System Manager. If the deviation values indicated turn out to be higher than the measurement tolerance values, measuring with such devices may only performed with one protocol. Devices with normal accuracy and deviation values can be used. Previous measurement regarding the devices which had calibration deviation results that were outside the scope, deviation of the device and measurement results are assessed.

Reference Documents

Calibration Instruction

8. MEASUREMENT, ANALYSIS and IMPROVEMENT

8.1. General

Baran Çelik ve Galvaniz Sanayi Limited Şirketi plans and implements the monitoring, measurement, analysis and development processes that are require to display conformity of the Integrated Management System and to ensure its efficiency and continuity. All activities are performed in accordance with the Measurement, Analysis and Improvement Instruction. Environment Control Procedure and Emergency Procedure have been formed up and put into effect with regard to the environment.

Reference Documents

Environment Control Procedure

Emergency Procedure

Measurement, Analysis and Improvement Instruction

8.2. Monitoring and Measurement

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has determined its Environment and OHS programs, conducted risk analysis on work sites and projects, taken the necessary precautions for all current and potential threats including those for the environment, accidents, diseases and events and continues to monitor. OHS Performance Monitoring Plan is formed up following the risk assessment conducted in relation with accidents and emergencies. Activities are measured and monitored in accordance with OHS Performance Measurement and

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Monitoring Instruction. Environmental Program and Performance Monitoring Plan are formed up and followed up with by the personnel in charge in order to properly monitor and accurately measure the main characteristics of process and activities which have certain impacts on the environment.

Reference Documents

Environmental Program and Performance Monitoring Plan

OHS Performance Monitoring Plan

8.2.1. Customer Satisfaction

Customer complaints, suggestions and feedback are considered as the most effective indicator for measuring the satisfaction level of our customers about our products and services and activities are being performed in accordance with the Customer Relations Instruction. Customer satisfaction is monitored by survey activities and analysis of the feedback information. This data is analyzed periodically by using statistics techniques and presented to the management. Following their review, the management makes decisions on the activities to be performed to increase customer satisfaction. Customer requests, suggestions and complaints are reviewed in management meetings.

Reference Documents

Customer Relations Instruction

Measurement Analysis and Improvement Instruction

8.2.2. Internal Audit

Internal audits are conducted on a regular basis to determine whether the Integrated Management System that is being implemented at Baran Çelik ve Galvaniz Sanayi Limited Şirketi complies with the planned regulations, to ensure the sufficiency, efficiency and the continuity of the Integrated Management System, to detect and resolve any deficiencies and discrepancies and to determine whether it is sufficient to reach the organization's objectives. Internal audits are carried out in accordance with the Annual Internal Audit Plan. The internal audit activities and processes to be performed are indicated in the Internal Audit Procedure. All components and aspects of the Integrated Management System which have been established to meet all requirements specified in TS-EN-ISO 9001 Quality Management System, TS-EN-ISO 14001 Environmental Management System and TS- 18001 Occupational Health and Safety System standards.

Audits are performed by trained auditors who possesses knowledge about the activities of the department being audited and does not work within that department. Auditors do not audit their own activities. Audit results are recorded by the auditors. Corrective and preventive actions required for the indicated discrepancies are carried out. Audit details are discussed in the Internal Audit Procedure.

Reference Documents

Internal Audit Procedure

8.2.3 Monitoring and Measurement of the Processes:

Monitoring and measuring the product and service processes at Baran Çelik ve Galvaniz Sanayi Limited Şirketi, the activities to confirm their conformity with the requirements are planned and implemented considering their impacts on the environment as well as occupational health and safety. Statistical techniques are effectively

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implemented and utilized at our organization for the verification of the product-service characteristics and assessment of the obtained data. Such techniques are also utilized for the following implementations:

- Risk levels have been determined at facilities, work sites, projects and processes with established OHS programs. Precautions have been taken for current or potential threats and are being monitored regularly within the scope of OHS Performance Measurement and Monitoring Instruction.
- Environmental Program and Performance Monitoring Plan are formed up and followed up with by the personnel in charge in order to properly monitor and accurately measure the main characteristics of process and activities which have certain impacts on the environment.
- It is helpful for determining the relevant objectives, periodically assessing and monitoring these objectives.
- It is utilized for assessing and analyzing the nonconforming product and service records, discrepancies and customer complaints, putting them into report form and in the decision making process for corrective and preventive actions to be carried out.

Departments that perform statistics work carry out their activities for measuring product, service and process performance considering their impacts on environment, occupational health and safety. Such activities are performed in accordance with the Measurement, Analysis and Improvement Instruction by using statistical techniques.

Reference Documents

Measurement, Analysis and Improvement Instruction

OHS Performance Measurement and Monitoring Instruction

8.2.4. Monitoring and Measurement Product and Services

Know how information of the controls for purchased materials, each phase of the process and manufactured products have been documented at Baran Çelik ve Galvaniz Sanayi Limited Şirketi. The records of these activities performed are kept regularly. Controls during input and processes are conducted as indicated in the test and control instructions taking their impacts on environment, occupational health and safety into consideration. Criteria for the controls performed have been determined. The controls to ensure that the activities performed are complete and done right the first time and that they do not cause any harm on the environment, people and carried out in accordance with occupational health and safety regulations are performed in conformity with audit, control and acceptance instructions.

8.2.5 Environmental and OHS Monitoring and Measurement

The criteria regarding measurement, measurement frequencies and the results of measurement considering the legal requirements and environmental and OHS objectives of our organization are defined and documented. Environmental measurement according to the Environmental Planning Instruction and OHS measurement according to OHS Performance Measurement and Monitoring Instruction are performed and recorded and their results are evaluated. In case of deviation from the objectives or legal requirements detected in the result of measurement performed, the required corrective and preventive actions are planned and implemented. We ensure that the measurement devices used for defining the environmental and OHS effects are calibrated and the organizations selected as Suppliers are accredited.

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8.2.6 Evaluation of Conformity

The conformity of our products, processes and our activities in terms of environmental and occupational health and safety to the requirements of legal provisions are evaluated during the management review meetings.

Reference Documents

Environmental Control Procedure

Environmental Planning Instruction

Environmental Protection Instruction

8.3 Control of Nonconforming Product and Service

First, the stage when nonconformity has occurred or the nonconforming product or service is detected. The nonconforming product or service or nonconformities detected during the realization and controls of input, product and service are recorded in a Nonconformity Form and defined. Definition, recording, evaluation of detected nonconformities, making and executing relevant decisions required and all activities to be performed for the elimination of nonconformities are discussed in Definition and Elimination of Nonconformities Instruction.

The nonconformities detected as a result of the measurement performed regarding the environment and the activities to be carried out in order to eliminate such nonconformities and the responsibilities of the personnel responsible for the elimination of such nonconformities are specified in the Control of Nonconformities Procedure.

8.3.1 Emergency Preparation and Activities to be Performed in Case of Emergencies

Baran Çelik ve Galvaniz Sanayi Limited Şirketi has defined methods, legal regulations and other specifications in order to prevent or minimize the effect of accidents and other events to people and environment in extraordinary cases like fire, accident, flood or earthquake. The methods defined are documented in Emergency Procedure and implemented. All personnel are informed on the emergency.

For the planning of Integrated Management System and definition of methods regarding the implementation of activities in Baran Çelik ve Galvaniz Sanayi Limited Şirketi, particulars as to preventing or eliminating environmental pollution and prevention of possible accidents or emergencies in relation to occupational safety have been taken into consideration along with the particulars regarding the achievement of desired quality. In case of an emergency or an accident despite the planning performed; the activities to be carried out in order to minimize the effects of such accident and prevent loss of lives and property are planned and documented in the Emergency Instruction. The activities defined in relation to emergencies and the efficiency of such activities are confirmed through periodical demonstrations. Our organization have formed a personnel required in case of emergencies and defined the responsibilities and authorities of such personnel. Effective methods for communication with internal and external authorities in case of emergencies are defined.

All emergencies in Baran Çelik ve Galvaniz Sanayi Limited Şirketi are recorded; their results are analyzed and all plans and programs formed by means of reviewing the implemented activities and documents implemented are revised when necessary. All emergencies and their results are discussed during the

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management review meetings. Planned or unplanned demonstrations are performed annually within the frame of the procedures and instructions prepared and executed.

Reference Documents

Control of Nonconformities Procedure
Environmental Control Procedure
Emergencies Procedure
Emergency Instruction
Definition and Elimination of Nonconformities Instruction

8.4. Analysis of Data

In our Organization, we collect and analyze data regarding the activities specified below in terms of quality, environment and OHS;

Activities conducted in relation to customer satisfaction (surveys, complaints, recommendations, etc.)
Measurement, analysis and improvement applications regarding work characteristics and processes,
Activities regarding the objectives within the frame of quality, environment and OHS,
Information on the nonconforming products and nonconformities,
Data on the products and services offered,
Nonconformities regarding environment, quality and OHS,
Reports on emergencies, accidents, events, near misses,
Results of internal and external audits,
Records of corrective and preventive actions,
Activities carried out in relation to the needs and expectations of customers.

The ability to implement the approach of making decision according to data in all stages depends on the accurate and true collection of such data and appropriate statistical methods.

Reference Documents

Customer Relations Instruction
Measurement, Analysis and Improvement Instruction

8.5 Improvement

8.5.1. Continual Improvement

An activity repeated in order to improve the ability to meet requirements is defined as continual improvement. In Baran Çelik ve Galvaniz Sanayi Limited Şirketi, we analyze data through statistical techniques to achieve an improvement trend by means of measurement, monitoring and analyzing data in terms of quality, environment and OHS regarding continual improvement. Our organization perpetuates its commitment to its policy on the permanence of and dependency on continual improvement. Quality, environment and OHS objectives which are measured and monitored periodically according to plans and documents are used for the continual improvement activities. The improvement activities are continued according to the management review

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outputs. The follow-up of objectives and results of internal audits are taken into consideration and improvement activities are carried out.

The particulars as to the improvement are:

- The structure of the Integrated Management System,
- Our policy,
- Periodical objectives defined regarding quality, environment and OHS,
- Results of internal and external audits,
- Analyses of the data related to quality, environment and OHS,
- Corrective actions,
- Preventive actions,
- Customer satisfaction,
- Conformity of products and services, characteristics and trends regarding quality, environment and OHS,
- Performance of our suppliers.

8.5.2. Corrective Action

Corrective actions are carried out in a systematic and planned manner in order to eliminate the nonconformities detected in Baran Çelik ve Galvaniz Sanayi Limited Şirketi and projects and to prevent the nonconformities from repeating.

Predefined corrective actions are performed by relevant authorities for the detected deviations from control points defined as a result of audits, tests and controls performed along with the detected nonconformities to quality, environment and occupational health and safety.

Corrective actions are implemented in case of following situations:

- Nonconformities detected following the control of employees and their responsibilities,
- Nonconformities detected following the internal and external audits,
- Emergencies, accidents, events, etc.
- Customer complaints,
- Personnel recommendations.

The records of the activities carried out in relation to corrective actions are kept and protected and submitted during management review meetings.

Customer complaints are evaluated and answered to within the frame of Customer Relations Instruction. In addition, in case adequate data is collected, statistical techniques are used for the analysis of such data and these are submitted as a report during the management review meeting.

For the nonconformities revealed by the customer audits and accreditation institutions, we implement corrective actions. All corrective actions are implemented according to the Corrective Action Procedure.

Reference Documents

Corrective Action Procedure

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Customer Relations Instruction

Measurement, Analysis and Improvement Instruction

Preventive Action

In Baran Çelik ve Galvaniz Sanayi Limited Şirketi, preventive action activities are implemented as predefined in order to eliminate the possibility of potential malfunctions or to minimize the risk of potential malfunctions and to eliminate or minimize the environmental effects, occupational health and safety threats occurring as a result of risk analyses performed

The following activities are taken into consideration as data resource in relation to preventive action activities:

- a) Requests and recommendations of our employees, customers, business partners and suppliers,
- b) Making and implementing technological innovation decisions regarding the infrastructure of our organization,
- c) Training activities performed in order to increase the awareness of the personnel employed,
- d) Statistical activities carried out for risky processes or processes which may potentially cause errors,
- e) Activities carried out in order to minimize the effects of threats In error and risk areas,
- f) Changes which may be made in regulations and legal requirements,
- g) Analysis the results of controls performed in control points and as a result of increase in the error risk.

During the decision-making process regarding preventive actions, the personnel responsible for the relevant activity is consulted. All preventive action activities are implemented according to the Preventive Action Procedure. The planned preventive actions are recorded, the efficiency of their results is monitored and all activities regarding preventive actions are discussed in management review meetings.

Reference Documents

Preventive Action Procedure

Customer Relations Instruction

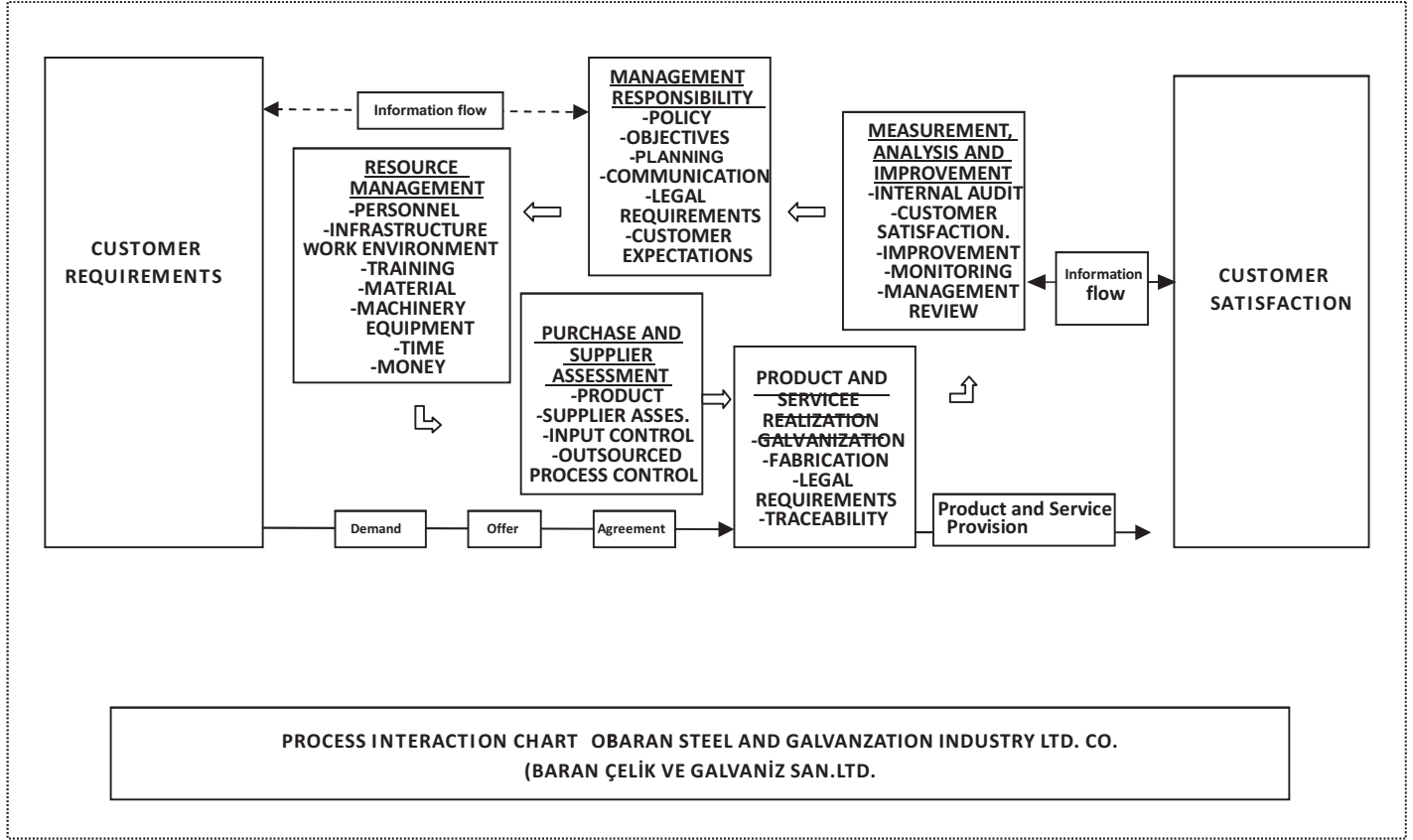
Measurement, Analysis and Improvement Instruction

LIST OF PROCEDURES

- PR-01 Document Control Procedure
- PR-02 Control of Records Procedure
- PR-03 Internal Audit Procedure
- PR-04 Control of Nonconformities Procedure
- PR-05 Corrective Action Procedure
- PR-06 Preventive Action Procedure
- PR-07 Environmental Control Procedure
- PR-08 Occupational Health and Safety Procedure
- PR-09 Emergency Procedure

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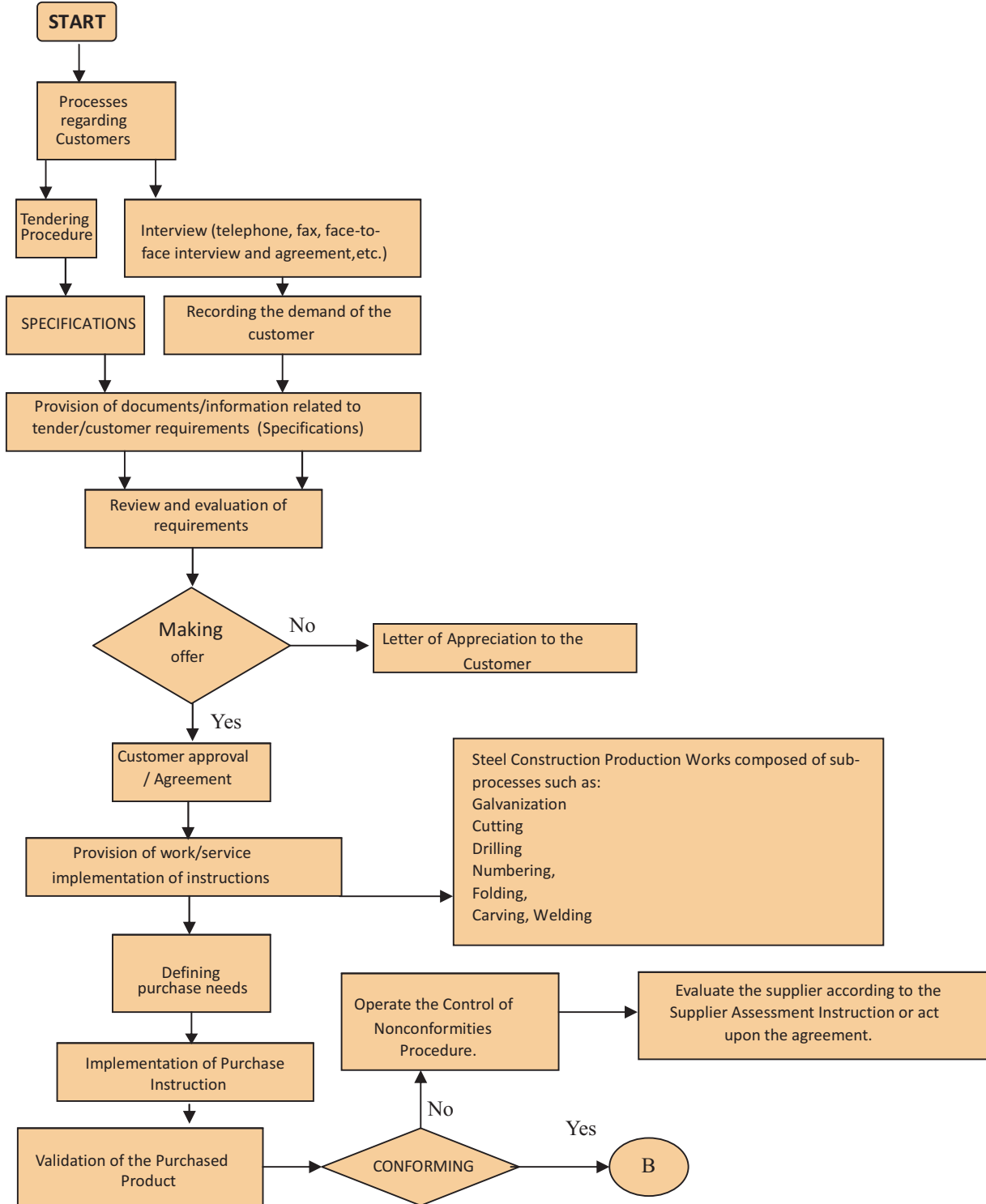
PROCESS INTERACTION CHART FOR OUR PRODUCTS AND SERVICES



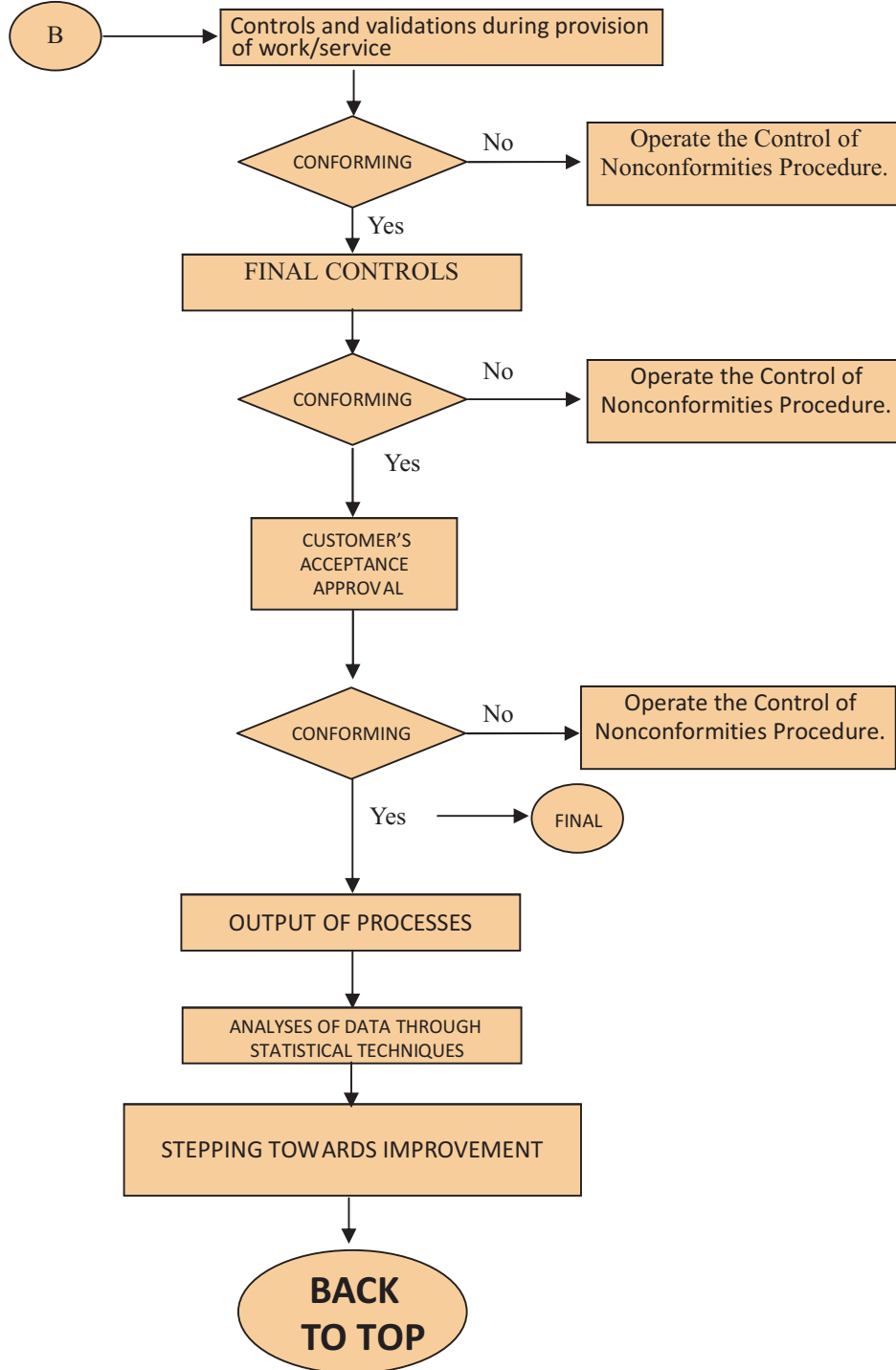
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OUR WORKFLOW IN PRODUCT AND SERVICE PROVISION:



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