

VALMONT- MITAS POLES INDUSTRY

ENVIRONMENT MANAGEMENT MANUAL

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0. INTRODUCTION

The present environmental manual is prepared for VALMONT-MİTAŞ POLES Inc, based on the standard ISO 14001. It aims to transmit the way used to meet the requirements of the standard related with minimizing the environmental pollution and improving the environmental performance to all related departments. The present environmental manual contains the basic qualities of the contents and applications of the VALMONT-MİTAŞ POLES' Management Systems.

1. SCOPE

The present environmental manual defines the requirements of an Environmental Management System, for VALMONT-MİTAŞ POLES Inc, to show its capability to offer products in compliance with customer demands and effective legal requirements and to provide customer satisfaction as a result of applying the system efficiently, including also continuous improvement and accordingly, includes the manufacture and sales of polygonal lighting poles, energy transmission and distribution line poles, telecommunication, advertisement, camera, railway catenary and traffic signalization poles.

In addition, VALMONT-MİTAŞ POLES' management system covers galvanizing activities of MİTAŞ Galvanizing, as it owns the joint capital group and its management. VALMONT-MİTAŞ POLES is authorized to include those two companies in its internal audit plan, to audit them, to prepare and follow a corrective / preventive actions report if necessary, in order to insure that the activities conducted by the above-mentioned company are in compliance with customer demands and environmental management system requirements. Accordingly, the present environmental manual applies to input materials, stock, manufacture, packaging and shipment divisions of VALMONT-MİTAŞ POLES and Mitaş Galvanizing.

2. MANAGEMENT OF THE MANUAL

The Management Representative is solely authorized to revise and/or correct the present environmental manual. The original environmental manual shall be protected by the Management Representative. It shall be published in pdf by means of a "sharepoint" server, for all the relevant persons to have access in electronic medium, as all the office personnel in the company have computers connected to an intranet system. Access shall be obtained by entering NETWORK PLACES / ENTIRE NETWORK / MICROSOFT WINDOWS NETWORK / SERVERLAND / DOCUMENTSERVER / MP_ISO_14001 at Internet Explorer" bar and by clicking the Link "Environmental System Documents". The copies to be obtained from this place shall not be considered controlled documents. Distribution of controlled copies shall be placed under record by preparing a "Document Distribution Form".

Changes in the Environmental Manual shall be shown in the page "Publication, Changes and Distribution".

This manual shall be reviewed in January every year, as part of the Environmental Management System.

3. COMPANY PROFILE

Established in Ankara in 1955, MİTAŞ TAŞ merged with EMTA AŞ which was established in Ankara in 1974 and they were divided into group companies and Mitaş Pole Inc. was established in 2005. VALMONT-MİTAŞ POLES Inc. has been operating as a group company since 2008.

VALMONT-MİTAŞ POLES, which is concentrated continuously on developing its technology, capacity, human resources and range of product exports more than 110 countries in 5 continents of the world.

VALMONT-MİTAŞ POLES manufactures primarily poles for lighting, telecommunication, energy transmission and distribution lines, as well as advertisement poles, railroad catenary poles, traffic signalization and overhead poles and all the polygon-sectional steel poles.

4. ENVIRONMENTAL POLICY

VALMONT-MİTAŞ POLES serves primarily the lighting, energy and telecommunication industries and is the leading company in its sector in Turkey. The environmental policy defined herein covers the activities of the divisions affecting directly or indirectly the design and production processes of all the polygonal and circular-sectional poles produced in VALMONT-MİTAŞ POLES' factories.

Considering the threatening effects of increasing population and industrialization on the limited resources of the world due to environmental destruction activities, VALMONT-MİTAŞ POLES takes preventive measures against air and water pollution, improper consumption of energy, improper disposal of waste and in favor of recycling schemes, feeling increasingly the responsibility for protecting natural resources.

For this purpose, VALMONT-MİTAŞ POLES Inc, a leading company in producing lighting, energy, telecommunication and any kind of polygonal galvanized steel poles, aims to develop continuously, to use its resources efficiently and to make the importance attached to the environment a philosophy of living, with the active contributions of all its employees, giving priority to customer satisfaction and environmental sensitivity, by means of an environmental policy based on the following principles:

- Obey the laws related with the environment,
- Improve continuously the environmental performance,
- Minimize the adverse effects of production processes on the environment,
- Minimize the waste, prevent pollution in source,
- Protect natural resources and increase the use of recycled materials,

- Protect the environment and spread this sensitivity to all our employees, our motherland and all over the world.

5. ENVIRONMENTAL MANAGEMENT SYSTEM

The components of the environmental management system are defined in this manual under the headings as defined in the standard ISO 14001, because it provides easy application and monitoring.

5.1. General Requirements (4.2)

An environmental management system has been established, its documents have been prepared and put into practice within the structure of Valmont-Mitaş Poles, to ensure that the products and services are produced according to the provisions of the standard ISO 14001, so as to meet all the requirements, requests and conditions. This manual outlines how the environmental management system would meet such requirements. Articles of ISO 14001 are shown in parentheses.

5.1.1. Environment policy (4.2)

The environment policy in this manual shall be valid for all the activities, employees and contractors of VALMONT-MİTAŞ POLES. The environment policy is the responsibility of the top management.

The environment policy shall be transmitted to all the personnel by means of announcements and similar applications and shall be ensured that everybody understands the policy and works in compliance with the policy.

5.2. PLANNING (4.3)

5.2.1. Environmental extensions (4.3.1.)

The ÇP 4.3.1 (Ç.P : Environment Procedure). Environmental factors, purposes and objectives procedure has been established in order to determine the environmental factors controlled or affected by VALMONT-MİTAŞ POLES and causing important effects on the environment and its continuity has been provided. This manual includes the summary of existing effects and areas and how to manage them. This summary is periodically updated and is a basis for controlling the purposes, objectives or future studies.

5.2.2. Legal or other requirements (4.3.2)

The ÇP 4.3.2. Legal obligations procedure has been established in order to determine and reach the legal and other requirements which are valid for VALMONT-MİTAŞ POLES. A list of legal requirements is included in this manual as a separate section.

5.2.3. Purposes, Objectives and Programs (4.3.3)

Purposes and objectives for improving the control and /or the performance are determined based on significant factors. They shall be determined for associated areas and/or the whole factory and approved by the Environmental Management Representative as part of management review process. Purposes and objectives shall be handled in a manner to be consistent with the environment policy.

Programs have been prepared and documented in order to achieve the purposes and objectives. Such programs include appointments and responsibilities, tools and timing. Projects related with new activities intended for environmental factors shall be evaluated. Determined objectives shall be periodically monitored within the determined criteria and the difference between the performance and the objectives and it reasons shall be investigated.

5.3. APPLICATION AND ACTIVITIES (4.4)

5.3.1. Resources, duties, responsibilities and authorities (4.4.1)

Duties, responsibilities and authorities have been determined in order to provide an efficient environmental management system and they have been documented in this manual. Such responsibilities include to assign important resources in order to establish and control the environmental management system.

The processes and operations to be achieved in determining and assigning the infrastructure and the requirements for them shall be taken into consideration.

The infrastructure includes the followings:

- Buildings, working areas and associated facilities.
- Process equipment (software and hardware)
- Support services (handling, communication, etc.)

Valmont-Mitaş Poles' top management shall determine provide and maintain the required infrastructure.

5.3.2. Specialization, Training and Awareness (4.4.2)

Requirements for training and awareness have been determined and a plan has been developed to meet such requirements. Valmont-Mitaş Poles' top management shall allocate sufficient resources to provide the personnel, who do important works to affect the environment considerably, with proper education, training, skills and experience. The skills of the employees shall be developed by internal and external training. The records of such training shall be kept. For this purpose, the P 6.2 Human Resources procedure has been documented and put into practice.

Training activities shall be conducted as follows:

- Training requirements shall be determined for the employees to gain the qualities required to conduct the activities.
- It shall be planned what divisions / persons the training would be directed to, which resources the training would be provided from and when the training would be held.
- The planned training shall be conducted.
- The efficiency of the training shall be reviewed at the end of training.

Training requirements shall be determined, approved and made into a training plan. The plan shall, as much as possible, include internal training as well as the training to be outsourced. The plan shall also consider the requirements which may emerge during the year. Especially for new employees, orientation training shall be organized soon after they have started to work.

As training is a strategic matter requiring sufficient resources, the efficiency of the training shall be evaluated and training shall be guided by resolutions. During such evaluations, the fact that the information obtained from training is used for the performance criteria of training to achieve its objectives shall be considered.

5.3.3. Communication (4.4.3)

The ÇP 4.4.3 Environmental Internal and External Communications Procedure has been established in order to be able to provide internal communications related with environmental factors between different levels and functions in VALMONT-MİTAŞ POLES' factories and to provide external communications with the persons outside of the company

about environmental factors and environmental management system, including taking for response, documenting and responding.

Communication resources required to share messages, documents, notices, news, rumors, nonconformities, problems and information related with the environmental management system requirements with the relevant level and personnel and to offer to use, in order to carry out completely any duties assumed. For this purpose, computers and mobile telephones have be provided for related persons, their network connections have been made and message panels have been established at the places where required. In addition, the related personnel are giving information on this matter by organizing meetings.

5.3.4. Documentation (4.4.4)

System documentation have also been outlined in this manual for the related levels in order to explain the mandatory articles of the environmental management system and their interaction.

The environmental system is defined in detail and documented in the VALMONT-MITAŞ POLES' environmental management system documentation. The components consisting of the environmental management system documentation shall be reviewed and updated regularly. The Management Representative is responsible for coordination this matter.

5.3.5. Control of documents (4.4.5)

The P 4.2.3 Documents Control procedure has been established to control all the documents as required by ISO 14001. Those are the documents which can be reached by the employees, which are reviewed periodically, which are revised when required, approved, which may be made available where required, which are cancelled when they become invalid and which are kept in a controlled manner.

The documents related with the environmental management system are controlled documents. They come into force or their changes are published under the responsibility of the Management Representative and they are carried out upon approval by the general Manager, Deputy General Manager or Management Representative. Access to documents is provided by loading the documents on the share point server and by providing the power levels of the personnel, In this way, it is ensured that all the units which may be affected by changes have access the updated documents at the same time. In addition, it is ensured that old and invalid documents are removed and thus, they are prevented from being used.

5.3.6. Control of activities (4.4.6)

The procedures of the environmental policy, purposes, objectives, environmental effect and applications have been defined and their continuity are provided. Such procedures, including maintenance operations and contractors works have been defined in the environmental section of this manual and in work instructions documented apart from this manual.

5.3.7. Readiness to emergency and interference

Procedures have been established in order to be prepared for accidents and an Emergency Readiness Plan and to respond to them and such procedures have been correlated with the relevant operational control procedures.

5.4. CONTROL SYSTEM

5.4.1. Monitoring and Measuring (4.5.1)

Procedures have been established and their continuity is being maintained for the purpose of monitoring and properly measuring the characteristics of the operations and activities which may affect the environment considerably. Such procedures aim to record the related operational control procedures, the information for monitoring the performances and includes to control conformity to the objectives and to test validity of data. Such procedures include also the methods to evaluate periodically the conformance of the relevant monitoring and measuring equipment to the maintenance and calibration and to the environmental laws and regulations.

All the monitoring and measuring equipment used for the matters affecting the environment are defined with a registration number, and are monitored by recording in the "calibration plan". In addition, a "calibration registered form" is kept for every equipment, including device name, type, registration number, purpose of use, capacity, frequency of use, calibration period, acceptance criteria and the actions to be taken in case of insufficient results.

Monitoring and measuring equipment are caused to be calibrated in external organizations. Calibration results are examined according to the acceptance criteria specified in register cards and such equipment are put in to service only after it is validated that such deviations are within acceptable limits. In the case that deviation is more than the acceptance criteria,

action is taken under the section “actions to be taken in case of insufficient results”, as written in register cards.

5.4.2. Evaluation of conformity (4.5.2)

VALMONT-MİTAŞ POLES defines procedures and provides continuity, in consistency with its environmental commitments, in order to evaluate periodically the conformance to legal conditions and other conditions agreed to be observed.

5.4.3. Nonconformity, Corrective Actions and Preventive Actions (4.5.3)

Procedures have been defined and continuity has been provided in order to determine powers and responsibilities for handling and investigating nonconformities, to act to minimize any effects causing nonconformity and to carry out corrective and preventive actions. In addition to those, it is ensured that any changes arisen from corrective and preventive actions are included in documented procedures.

In corrective actions, it is essential for the solutions thought to eliminate the basic reasons for existing nonconformities to be suitable for the seriousness and risk of the problem encountered. In addition, when applying the actions to be taken at the end of corrective actions, their effects on the environmental management system documentation shall be considered and documentation shall be updated as may be required.

Work flow for corrective actions shall be as follows:

- Nonconformity shall be clearly defined (Description of Nonconformity).
- The factors which “cause” such a nonconformity shall be defined (basic Cause)
- Urgent solution, application date and responsible people shall be determined (Temporary Action).
- Permanent solution to prevent nonconformity from being repeated, proposed application date and responsible people shall be determined and completion date shall be recorded (Permanent Action).
- Applications shall be monitored for validation and efficiency shall be evaluated (Evaluation of Corrective Action Efficiency).

Corrective actions shall be planned and applied according to P 8.5.2 Corrective Actions Procedure.

Preventive actions shall be planned and applied according to P 8.5.3 Preventive Actions Procedure, in order to eliminate the reasons for potential nonconformities to prevent them from occurring. In the case that any potential nonconformities are not experienced at the end of this action, it may be supposed that the effort has been efficient.

A “Corrective/Preventive Action Monitoring Form” is used to determine whether a nonconformity is solved or not. The Management Representative shall follow the corrective actions.

Corrective actions shall be handled, reviewed and the required resolutions shall be made in management review meeting and other meeting as may be required.

As a result of review, an action plan shall be developed for those corrective actions which could be spread across other products, processes and operations; the content of application, its scope, its execution date and responsible person(s) shall be determined and it shall be put into practice and then its efficiency shall be monitored.

5.4.4. Control of Documents (4.5.4)

The P 4.2.4 Quality Document Control Procedure defines and provides the continuity of all the information about defining, maintaining, keeping and canceling all the documents related with the environmental management system, including training documents, audit results and review documents. Some of environmental documents are printed materials, some are hand-written and some are in electronic medium in form of computer files. Those documents are kept in the computer shall be regularly updated under the applicable instruction. Those documents required to be used in printed form shall be keep by proper methods as may be required (files, nylon files, closed cabinets) to prevent them from being spoiled and lost. Thus, documents may be accessed easily when required and they may be used again as may be required.

The personnel in charge shall preserve the relevant quality – environment documents for a period as defined in the Document Control Procedure and shall destroy them when the said period expires.

The related documents may be submitted to any third parties in order to show the conformity and efficiency of the environmental management system. The Management Representative is responsible for operating the procedure for quality documents.

5.4.5. Internal Audits (4.5.5)

The programs and procedures to carry out periodic audits to control the environmental management system have been established and continuity is provided. Such programs and procedures aim the followings:

- a. Evaluating whether the Environmental Management System is in compliance with the planned Environmental Management structure, including also the requirements of ISO 14001 and whether it has been established properly and whether continuity is provided.
- b. Providing the management with information about the result.

Programs and audit results are handled by relating with the procedures and are documented out of the scope of this manual.

Audits shall be conducted according to the annual audit plan. Such a plan shall be developed considering the required frequency and time, based on the state and importance of the issue being audited. It is essential for internal audits to be conducted by the people or organizations independent from the section being audited. The results from internal audits shall be discussed with the heads of the audited units. If corrective actions are required, an agreement shall be reached, the action shall be started and efficiency shall be monitored. In addition, the results from internal audits shall be submitted to the management review meetings. The Management Representative is responsible for applying the internal audits and for reporting their results to the top management.

5.5. Management Review (4.6)

VALMONT-MITAŞ POLES' top management shall evaluate, review and approve periodically any change requirements and improvement opportunities so as to cover the entire Environmental Management System including the policy, environmental effects, purposes, objectives in order to provide sufficiency, efficiency and continuity. Such reviews shall be documented. Legal requirements, inspection findings and other applicable factors shall be taken basic for carrying out any changes in the Environmental Management system. The General Manager presides over all the department managers attend such meetings. Other related persons may be invited to such meetings as may be required.

The result from audits, conformity to the laws and other requirements, environmental complaints and notices, environmental gains and achievements, state of preventive and corrective actions, state of purposes and objectives, monitoring the actions determined as a result of previous Management Review, changes affecting the environmental management system, improvement proposals, environmental objectives, conformity to the standard ISO 14001, system performance shall be handled in such meeting. The actions to be carried out and responsible persons shall be determined based on the resolutions to be made in such meetings.

The Management Representative is responsible for preparing and applying a program for management review and keeping the records. A "Minutes of Meeting" shall be kept to keep the records.

6. ENVIRONMENTAL PROCEDURES

A list of environmental procedures are given below. Procedures may be accessed at "NETWORK PLACES / ENTIRE NETWORK / MICROSOFT WONDOWS NETWORK / SERVERLAND / DOCUMENTSERVER / MP_ISO_14001" link.

7. ENVIRONMENTAL INSTRUCTINOS

Environmental instructions are accessed at "NETWORK PLACES / ENTIRE NETWORK / MICROSOFT WONDOWS NETWORK / SERVERLAND / DOCUMENTSERVER / MP_ISO_14001" link.

8. ORGANIZATIONAL CHART

Organizational chart is accessed at "NETWORK PLACES / ENTIRE NETWORK / MICROSOFT WONDOWS NETWORK / SERVERLAND / DOCUMENTSERVER / MP_ISO_9001 and MP_ISO_14001" link.

9. DUTIES AND RESPONSIBILITIES

Environmental duties and responsibilities are outlined here for convenience:

All Managers and Manufacture Chiefs

1. Applying Environment Management System (EMS) for his/her are of responsibility, including procedures and instructions and providing conformity to them.
2. Reviewing inspection reports and applying corrective actions agreed upon.

3. Keeping applicable environmental documentation for his/her area of responsibility.
4. Determining the personnel required to be trained in environmental subjects.
5. Ensuring that all his/her personnel are careful about the EMS requirements.
6. Supporting continuous development and improvement in the environmental management system.

General Manager, Deputy General Manager

Controlling that environmental evaluation has been conducted for the projects to be in compliance with the environment policy, purposes and objectives as well as carrying out his/her normal responsibilities for investment planning, project approvals and financial reporting.

Factory Manager

1. Total environmental control of the plant and improving its performance.
2. Carrying out daily application, review and approval of the Environmental Management System (EMS) by delegating to the management structure in the Operation Committee.
3. Allocating sufficient resources to apply and control the EMS.

Human Resources Manager

1. Ensuring that the EMS are taught to all the employees and keeping the records.
2. Ensuring that the environment policy is notified to all the employees.
3. Providing coordination with Work Safety, Infirmary, Security and external consultants in the Environmental Emergency Planning.

Administration Manager

1. Coordinating communications with media together with the General Manager and Factory Environmental Engineer.
2. Ensuring that communications and emergencies are carried out in compliance with applicable procedures.
3. Delivering the environment policy of the Company to the relevant people/organizations/authorities.
4. Ensuring that the emergency center, door security, mess hall and infirmary are managed in compliance of EMS requirements.
5. Ensuring that the subcontractors for mess hall, cleaning, shuttle bus, junk and garden works are in compliance with the EMS requirements and controlling them periodically.
6. Coordinating to collect and arrange waste

7. Providing coordination with Work Safety, Infirmary, Security and external consultants in the Environmental Emergency Planning.

Design Manager

1. Ensuring that all the designs are made in compliance with the environmental laws and the company's environment policy.
2. Giving priority to recycling in design.

Purchase Manager

1. Ensuring that all the materials to be supplied are toxicologically certified and that the company's environment policy is spread in the chain of supply.
2. Applying those programs which encourage the suppliers to get ISO 14001 certificates and monitoring the same.
3. Ensuring that receiving, transporting and stocking the materials are conducted in compliance of the EMS procedures.

Environmental Management Representative

The environmental management representative is responsible for the followings:

1. Ensuring that the Company/Factory Environmental Management System and activities are coordinated, applied and monitored.
2. Reporting the performance of the Environmental Management System to the top management/Operation Committee, for its review and for taking basic for continuous improvement.
3. Programming and coordinating business environment audits.
4. Monitoring and reporting internal audit reports and corrective actions taken to provide conformity to the EMS.
5. Monitoring and reporting the developments in purposes, objectives and environment programs.
6. Coordinating the required corrective and preventive actions in the nonconformities related with the environment.
7. Supporting to obtain legal permits and licenses.

Note: The Factory Environmental Management Representative may fulfill some of his/her responsibilities by delegating to the environmental engineers.

Environmental Engineer

1. Coordinating the relevant areas, sections, subcontractors, environmental management and control activities in order to ensure that they are in compliance with the Factory Environment Policy and the EMS, and monitoring such activities and plans together with the Environmental Management Representative.
2. Following, publishing and applying laws and regulations sent by legal authorities.
3. Managing the documents and records related with the environmental performance.
4. Reporting all the activities conducted to provide conformity to the Factory Environment Policy and Environmental Management System (EMS) to the General Manager through the EMS Representative.
5. Coordinating the meetings of the Environmental Committee (EC), providing consultancy for the EC to review EMS documents.
6. As a local point for carrying out the required negotiations with legal and local authorities, ensuring that all the information and documents (for example reports and statistical information) are provided and prepared as required by the relevant authorities, that the required permits and certificates are obtained from relevant authorities and that they are continuously updated.
7. Providing support for the Environmental Management Representative in the works related with the policy, procedures and purposes, as may be required.
8. Providing support for the General Manager, Factory Manager, Maintenance Manager and other relevant managers in preparing the environmental assessment of the projects, as may be required.
9. Providing coordination with the Work Safety, Infirmary, Security and external consultants for environmental emergency planning, for informing emergencies when they occur and for cleaning requirements, as may be required.
10. Providing support to the Admin Manager and Factory Manager for communicating with media and public, as may be required.
11. Providing support to the Training Specialist for analyzing training requirements, for developing and carrying out training and awareness training, as may be required.
12. Starting, maintaining and reviewing the activities of sampling, measuring and analyzing as required by internal or local authorities.
13. Providing support for internal audit programs, as may be required.

14. Providing support to the Environmental Management Representative for monitoring and reporting the corrective actions in order to ensure that they are in compliance with internal audit reports and EMS.
15. Conducting any activities in the name of the Factory, when required and tasked in legal and local administrations.
16. Providing support to the Environmental Management Representative for coordinating corrective and preventive actions in environmental nonconformities, as may be required.

10. LEGAL AND OTHER OBLIGATIONS

Legal obligations are accessible and monitored at the following address. Legal lists to be monitored by VALMONT-MİTAŞ POLES are accessible at the following address.

<http://www.mevbank.com.tr>

11. FACTORY ACTIVITIES

Polygon manufacturing processes are carried out according to the following work flow:

- Stocking raw materials of sheet metal
- Decoiling sheet metal rolls (if raw material is in rolls)
- Cutting by plasma and oxygen
- Bending
- Welding
- Grinding and Cleaning
- Packaging and Shipment

Sheet metals provided in plates or in rolls are taken into process for cutting by plasma or oxygen, to be suitable for their thickness. Cut materials undergo bending and welding operations according to the manufacture program. Such welded materials are grinded, cleaned and made ready for shipment. During production process, cranes are used to transport the materials between Manufacturing Stations and forklifts are used to transport the products to the packaging and delivery area.

12. FACTORY FACTORS, PURPOSES AND OBJECTIVES TABLES

Current factors, purposes and objectives lists are accessible at "NETWORK PLACES/ ENTIRE NETWORK/ MICROSOFT WINDOWS NETWORK/SERVERLAND /DOCUMENTSERVER/ MP_ISO_14001" link

13. FACTORY ENVIRONMENT PROGRAMS

Current environment programs are accessible at "NETWORK PLACES/ ENTIRE NETWORK/ MICROSOFT WINDOWS NETWORK/SERVERLAND / OCUMENTSERVER / MP_ISO_14001" link

14. EMERGENCY PLAN

Emergency procedures and instructions are accessible at "NETWORK PLACES/ ENTIRE NETWORK/ MICROSOFT WINDOWS NETWORK/SERVERLAND /DOCUMENTSERVER/ MP_ISO_14001" link

In addition to the procedures, "EMERGENCY AND NATURAL DISASTER MANUALS" prepared according to the company organization structure are used.

15. CONTRACTOR'S MANUAL

Documents related with the contractor management system are defined in the P 4.4.6.2 Contractor Management Procedure.