

HABAUGROUP



INFORMATION MANAGEMENT SYSTEMS

HABAUGROUP.COM

1 INITIAL SITUATION

Legal conformity, quality, health and safety, the environment, information security and data protection have always been non-negotiable in HABAU and all affiliated companies. The essential enterprises hold various certificates. In addition, a diverse range of other standards and awards have been allocated to systems and products.

- Quality management systems – certification according to ÖNORM EN ISO 9001
- Environmental management systems – certification according to ÖNORM EN ISO 14001
- Information security management systems ISO 27001
- Anti-bribery management systems DIN ISO 37001
- Compliance management systems DIN ISO 37301
- Management systems for occupational health and safety – certification according to ÖNORM ISO 45001
- SCL certification (Safety Culture Ladder) for HABAU (only business unit Civil engineering pipeline construction large-scale projects)
- SCC certification (Safety Certificate Contractors) for S.K.I.

The various management systems are united in an integrated management system that is depicted via the tool iGrafx.

The integrated management system consistently follows a process-oriented approach; the procedures and processes are displayed in diagrams. All essential information along with supportive documents, instructions and other regulations are stored in the system.

1.1 Approach based on the process model

Correspondingly, an optimally suited process model was designed, available as a web-based solution and ranging from a rough overview (1st level, process map) down to the detail, including the process diagrams with all the information (process descriptions, instructions, supportive documents, links, responsibilities, interdependencies, opportunities and risks).

As a result, this handbook presents an overview of the overall architecture of the integrated management system and contains further references. The acceptance of the users and consistent implementation are paramount.

1.2 Support of management

The integrated management system depicts all processes and procedures of the management, value creation and support processes and incorporates all aspects of an operative leadership system.

The interfaces to the operative processes of the value creation and provision of services are clearly discernible; the control loops are coherently linked.

As a result, the HABAU group of companies attains the strengths of a Group without giving up the advantages of the individual existing companies.

We describe the basic approach for this management system as concentrated, targeted and to the point.

2 SCOPES OF APPLICATION

The scope of application for the various management systems is related to the management and support processes as well as processes of the value-adding business areas and comprises the following companies or individual business areas depending on the respective certificate.

2.1 Quality management system Certification according to ÖNORM EN ISO 9001

The area of application of the quality management system refers to

- all internal / external issues identified as relevant
- all interested parties / stakeholders identified as relevant
- all products and processes of the organisation including all upstream and downstream processes that can be influenced
- The development of products and services in line with ISO 9001:2015, Point 8.3, does not apply in the enterprises (pursuant to point 4.3 area of application of the management system). All products and services are based on the corresponding state of the art and valid regulations.

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	entire organisation excluding participations
Held & Francke Baugesellschaft mbH A-4030 Linz, Kotzinastraße 4	entire organisation excluding participations
HF Rohrtechnik GmbH A-4030 Linz, Kotzinastraße 4	entire organisation
HF Energietechnik GmbH A-2325 Himberg, Industriestraße 30	entire organisation
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	entire organisation excluding participations
S.K.I. Korrosions- und Industriebautenschutz GmbH A-2214 Auersthal, Habauweg 1	entire organisation
HABAU Deutschland GmbH D-99765 Heringen/Helme, Nordhäuser Straße 2	entire organisation excluding participations
HABAU INFRA GmbH D-16761 Hennigsdorf, Neuendorfstraße 16b	entire organisation

2.2 Environmental management system Certification according to ÖNORM EN ISO 14001

The area of application of the environmental management system refers to

- all internal / external issues identified as relevant
- all interested parties / stakeholders identified as relevant
- all products and processes of the scopes of application stated including all upstream and downstream processes that can be influenced

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	for business areas: • Construction engineering • Civil Engineering and Road Construction West • Civil Engineering and Road Construction East • Civil engineering pipeline construction large-scale projects • Civil engineering pipeline construction Austria (location: Auersthal) • HABAU INFRA
Held & Francke Baugesellschaft mbH A-4030 Linz, Kotzinastraße 4	for business areas: • Vienna / Lower Austria East / Burgenland with the locations Strebersdorf, Kettlasbrunn & Perchtoldsdorf • ALTEC, Arnoldstein
HF Energietechnik GmbH A-2325 Himberg, Industriestraße 30	entire organisation
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	for business areas at the site A-8700 Leoben, Münzenbergstraße 38: • Underground construction operations • Steel and formwork • Machine technology area • Electrical engineering area for the business area at the site NO-4180 KVITSØY, Krågøyveien 50: • Underground construction operations
HABAU Deutschland GmbH D-99765 Heringen/Helme, Nordhäuser Straße 2	entire organisation excluding participations
HABAU INFRA GmbH D-16761 Hennigsdorf, Neuendorfstraße 16b	entire organisation

2.3 Management system for occupational health and safety Certification according to ÖNORM ISO 45001

The area of application of the management system for occupational health and safety refers to

- all internal / external issues identified as relevant
- all interested parties / stakeholders identified as relevant
- all products and processes of the organisation including all upstream and downstream processes that can be influenced

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	entire organisation excluding participations
Held & Francke Baugesellschaft mbH A-4030 Linz, Kotzinastraße 4	entire organisation excluding participations
HF Rohrtechnik GmbH A-4030 Linz, Kotzinastraße 4	entire organisation
HF Energietechnik GmbH A-2325 Himberg, Industriestraße 30	entire organisation
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	entire organisation excluding participations
S.K.I. Korrosions- und Industriebautenschutz GmbH A-2214 Auersthal, Habauweg 1	entire organisation
HABAU Deutschland GmbH D-99765 Heringen/Helme, Nordhäuser Straße 2	entire organisation excluding participations
HABAU INFRA GmbH D-16761 Hennigsdorf, Neuendorfstraße 16b	entire organisation

SCC ^P (Safety Certificate Contractors Petrochemical)

The scope of application relates to the implementation of specific procedures for corrosion and building protection.

S.K.I. Korrosions- und Industriebautenschutz GmbH A-2214 Auersthal, Habauweg 1	entire organisation
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2.4 Anti-bribery management system Certification according to ISO 37001

The area of application of the anti-bribery management system, extended to include the area of anti-competitive practices under cartel law, refers to

- all internal / external issues identified as relevant
- all interested parties identified as relevant
- all processes of the organisation including all upstream and downstream processes that can be influenced

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	entire organisation excluding participations
Held & Francke Baugesellschaft mbH A-4030 Linz, Kotzinastraße 4	entire organisation [except location Arnoldstein] excluding participations
HF Rohrtechnik GmbH A-4030 Linz, Kotzinastraße 4	entire organisation
HF Energietechnik GmbH A-2325 Himberg, Industriestraße 30	entire organisation
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	entire organisation excluding participations

2.5 Compliance management system Certification according to DIN ISO 37301

The area of application of the compliance management system refers to

- all internal and external issues identified as relevant
- all interested parties identified as relevant
- identification of compliance obligations and assessment of their implications, as well as identification, analysis and evaluation of compliance risks for all of the organisation's processes

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	entire organisation excluding participations
Held & Francke Baugesellschaft mbH A-4030 Linz, Kotzinastraße 4	entire organisation [except location Arnoldstein] excluding participations
HF Rohrtechnik GmbH A-4030 Linz, Kotzinastraße 4	entire organisation
HF Energietechnik GmbH A-2325 Himberg, Industriestraße 30	entire organisation
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	entire organisation excluding participations

2.6 Information Security management system ISO 27001

The area of application of the compliance management system refers to

- department IT-services and associated IT-infrastructure

Company	Scope of application
HABAU Hoch- und Tiefbaugesellschaft mbH A-4320 Perg, Greiner Straße 63	Department IT-services and associated IT-infrastructure at the locations: • A-4320 Perg, Greiner Straße 63 • A-4320 Perg, Technologiepark 17 • A-4030 Linz, Franzosenhausweg 25
ÖSTU-STETTIN Hoch- und Tiefbau GmbH A-8700 Leoben, Münzenbergstraße 38	Department IT-services and associated IT-infrastructure at the location: • A-8700 Leoben, Münzenbergstraße 38
MCE GmbH A-4030 Linz, Franzosenhausweg 25	Department IT-services and associated IT-infrastructure at the location: • A-4030 Linz, Franzosenhausweg 25
PPS Pipelinesystems GmbH D-49610 Quakenbrück, Hindenburgstraße 36	Department IT-services and associated IT-infrastructure at the locations: • D-49610 Quakenbrück, Hindenburgstraße 36 und 38

3 STRUCTURE HABAU GROUP

The structure of each company and of HABAU GROUP is shown in the organizational charts, that are available in the integrated management system.

3.1 Business Areas

The value-adding areas of the individual companies are divided into business areas and are visible in the organisational charts. This makes the key services of the individual companies and the scope of application of the integrated management system and of the certificates coherently comprehensible.

3.2 Central services and staff units

The implementation of the commercial and supporting processes in particular takes place in the central services departments and staff units. Where necessary, the specific allocation can be taken from the detailed organisational charts.

4 PROCESS MAP

4.1 Structure

The process-oriented approach puts the processes at the forefront and is divided into management processes, value creation processes and supporting processes in which the corresponding documents (instructions, supportive documents, internal standards) and links for the processes are stored.

Various dashboards are available for individual or multiple group companies.



4.2 Management processes

The leadership and control activities are summarised in the management processes. They provide the framework and the goals for the processes.

4.3 Value creation processes

The value creation processes are set up as consistent procedures between customer and market demands as well as desired customer satisfaction.

The value creation processes are divided into three areas:

Acquisition – Execution – Conclusion

4.4 Supporting processes

The supporting processes lay the groundwork for the value creation processes and thus ensure readiness to perform and cross-process availability of resources.

4.5 Information on the process diagrams

Instructions, supportive documents, internal standards, sample letters, databases, links and responsibilities are allocated to the activities in the diagrams and the processes. The instructions must be followed, and supportive documents must be used.

5 AVAILABILITY

Our integrated management system, supported by iGrafx, is available as a comprehensive system in the form of a web-based solution for authorised people. Availability for the corporate group and the coherent steering of information is therefore ensured.

THE CONSTRUCTION FAMILY