

General Supplier Requirements
Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
2	

MEYERGeneral Supplier Requirements

This document is MEYER Restricted. SUPPLIER and potential SUPPLIER shall treat this document as restricted MEYER material and may distribute it only within its organization on a need to know basis. The transfer of this document to unauthorized third parties is not permitted.

List of Alternation			
Revision	Date	Modification	Page
0	16/12/2019	Initial Version	-
1	02/09/2020	Updated Version	-
2	06/03/2023	First published external version	-
3	16/04/2024	Change from MEYER confidential into MEYER restricted document classification List of Alternations added	2

MEYER

Organizational Rule General Supplier Requirements Requirement Version

Doc-No. OR 00674 Date of issue 16.04.2024

Rev. 3

Content

INTRODUCTION4	
1. MANAGEMENT, GOVERNANCE & COMPLIANCE6	
1.1 Company Vision, Strategy and Business Plan	6
1.2 Key Performance Indicators & Management Review	
1.3 Corporation and Company Organization Structure	
1.4 Human Resources	
1.5 Financial Control	6
1.6 Proof of Company Existence	7
1.7 Liability and Liability Insurance	7
1.8 Reference List and Order Book	7
2. MANAGEMENT SYSTEM7	
2.1 Quality Management System	7
2.2 Environmental and Sustainability Management System	
2.3 Occupational Safety and Health Management System	
2.4 Documentation Management	
2.5 Internal and External Product and Process Audits	
2.6 Root Cause Analysis	8
2.7 Quality Records	8
2.8 Risk Management Process	
3. PROJECT MANAGEMENT, DEVELOPMENT & PRODUCTION 9	
3.1 Project Organization	9
3.2 Project Management Process	
3.3 Project Plan	
3.4 Project Risk Management	9
3.5 Internal Project Reviews	
3.6 Material Content	10
3.7 Incoming Material Verification	10
3.8 Work Instructions	
3.9 Quality Plan and Related Test and Inspection Plan	
3.10 Maintenance for Production Equipment and Tools	
3.11 Tool Storage and Measurement Devices	
3.12 Handling of Non-Conforming Products	
3.13 Product Identification and Traceability	
3.14 Warehousing, Transportation, Packaging and Labelling	
3.15 Capability to Provide Guarantee Related Services	12
4. HEALTH, SAFETY AND SECURITY 12	
4.1 Health and Safety Performance	12
4.2 Information Security	12
4.3 Physical Security	12
5. PLANNING AND SUPPLY CHAIN 13	
5.1 Emergency Preparedness and Business Consistency plan	13
5.2 Capacity Planning	
1 7 0	

MEYER

Organizational Rule General Supplier Requirements Requirement Version

Doc-No. OR 00674 Date of issue 16.04.2024 Rev. 3

5.3 Sub-Supplier Qualification	13
5.4 Supplier and Sub-Supplier Monitoring	
6. REFERENCES	_



General Supplier Requirements Requirement Version

Doc-No.
OR 00674
Date of issue
16.04.2024

Rev.

INTRODUCTION

Terminology

Following terminology is used through this document:

MEYER MEYER Group (MEYER WERFT, MEYER TURKU, NEPTUN WERFT

and all other legal entities within MEYER Group companies)

SUPPLIER A company, which is in direct contract with MEYER (First tier).

SUB-SUPPLIER If the text refers to "sub-supplier", that is meaning company other than the

SUPPLIER, depending about context, but often e.g. the supplier of the

SUPPLIER.

Purpose

MEYER is committed to deliver safe and high quality products while respecting ethical and environmental business principles. Therefore, here outlined *General Supplier Requirements* (hereafter called as "GSR") summarize the fundamental requirements and expectations towards companies in MEYER's Supply Chain in terms of a cooperative and constructive business partnership to deliver the right product/service quality, on the time, with adequate lead times.

The purpose of the GSR is to guide SUPPLIER's and new potential SUPPLIERS to develop itself and gain understanding about MEYER's expectations and requirements. GSR will be the foundation of MEYER's qualification process and shall be used for the evaluation of current and new potential SUPPLIERS towards the defined requirements.

Relation to Contracts, Purchase Orders and related documents

The GSR does not overrule any contracts, project specific documentation, purchase orders, the MEYER Supplier Code of Conduct, drawings, specifications and/or instructions agreed between SUPPLIER and MEYER. In case GSR is conflicting with any terms and conditions of any contract or purchase order between SUPPLIER and MEYER (hereafter called together as CONTRACT), including any specification, requirement, drawing or any other appendix of the CONTRACT or any document referenced in the CONTRACT, the CONTRACT always prevails.

Confidentiality

The SUPPLIER shall only provide the requested documents, which do not violate any Supplier's internal nor external confidentially processes or agreements or binding data protection laws.

Assessment and Verification

MEYER verifies the SUPPLIER's conformance to the requirements of the GSR. Depending on the segmentation and classification of a SUPPLIER the verification may be made through SUPPLIER's Self-Assessment and/or on-site Audit. In case of a Self-Assessment the SUPPLIER is given the opportunity to classify the degree of fulfilment of the requirements himself. The result will be discussed in a common SUPPLIER dialogue. The on-site Audit is done at SUPPLIER's premises, where SUPPLIER needs to present their conformance for the requirements in required level of details.

The assessment/audit is carried out by evaluating the SUPPLIER, based on the SUPPLIER's presented proof, against each applicable requirement. The SUPPLIER can either fulfil or deviate from the defined requirement. Even though certain requirement can be acceptable, but certain potential risks are identified, such risks shall be also recorded to assessment report.

In case there are requirements in the assessment report marked as "deviation", MEYER expects SUPPLIER to provide corrective action plan for the review of MEYER. The corrective action plan can include also corrective actions for the found potential risks. When the corrective actions are completed, the SUPPLIER is expected to inform MEYER and proof that the SUPPLIER is now fulfilling the requirements. Based on the evidence, MEYER can either approve the assessment/audit directly or carry out reassessment/audit.



General Supplier Requirements Requirement Version

Doc-No.
OR 00674
Date of issue
16.04.2024
Rev.
3

Applicability of the requirements

Even though the GSR states all generic requirements and expectation of MEYER, it is well acknowledged that there are high variety of different type of SUPPLIERS in the supply network of MEYER, thus the relevance of individual requirements of the GSR is adjusted.

Other

Well organized management system is the essential factor for successful business execution. Therefore, MEYER highly appreciates the SUPPLIER commitment to meet the requirements and expectations below.



General Supplier Requirements
Requirement Version

Doc-No.
OR 00674
Date of issue
16.04.2024
Rev.
3

1. MANAGEMENT, GOVERNANCE & COMPLIANCE

Management, Governance & Compliance are the pillars of a solid company. This chapter addresses the requirements that MEYER places on SUPPLIERS in terms of corporate structure and compliance.

1.1 Company Vision, Strategy and Business Plan

The SUPPLIER shall have documented business vision, to define what and where SUPPLIER's management want the SUPPLIER to be in the future, and strategy, to define how the management is going to develop the SUPPLIER towards the business vision. Further, the management shall define a documented business plan about strategic targets, actions, responsibilities and time lines. The strategy and business plan shall consider for example areas like customer markets, procurement markets, geographical locations, etc. The SUPPLIER shall review and maintain the business vision, strategy, business plan and progress of the actions in SUPPLIER's defined intervals.

The SUPPLIER shall present the evidence for existence of vision, strategy and business plan to MEYER upon specific request.

1.2 Key Performance Indicators & Management Review

The SUPPLIER shall determine Key Performance Indicators (hereafter "KPIs"), which the management shall use to monitor the SUPPLIER's performance towards the beforehand mentioned strategic targets and other determined objectives. These KPIs may contain specific targets for sales, quality, costs, environmental items, safety, etc. Specific KPIs ought to be presented to MEYER upon specific request.

The SUPPLIER shall have a process for management reviews for the performance and continuous improvement of the SUPPLIER in regular intervals. The management reviews may include e.g. the review on status of the ongoing projects, customer claims, the defined KPIs, risk management and based on the review the management shall define improvement actions with specific time lines and responsibilities. The management reviews, decisions and agreed actions shall be recorded to minutes of meeting. Formal documentation of those Management Reviews can be discussed with MEYER upon special request.

1.3 Corporation and Company Organization Structure

The SUPPLIER shall have documented overview chart about all affiliated companies such as parent companies and/or subsidiaries indicating also ownership structure between these companies and information about possible legal commitments between the affiliated companies, e.g. profit transfer agreements.

The SUPPLIER shall have documented Organisation Chart, which shall present the SUPPLIER's main departments and sub organisations, and shall show their relation to management and each other.

Above documents should be delivered to MEYER upon special request.

1.4 Human Resources

The SUPPLIER shall ensure the availability of adequate human resources. Hence, all the SUPPLIER's employees ought to have the required education (incl. trainings) and competences for their specific working tasks. Related certificates (internal/external) ought to be stored and a Competence Matrix utilized. Specific qualification of employees is to be presented to MEYER upon specific request.

1.5 Financial Control

The SUPPLIER shall demonstrate good financial management practices, accounting and financial control for solid financial performance of its organisation and if applicable, for example SUPPLIER is expected to maintain up-to-date cash flow plan. Therefore, the SUPPLIER is requested to provide MEYER with the latest three (3) financial statements for the contractual party (business unit and/or division). Those shall contain the profit and loss calculation as well as the balance sheet of corporation and contractual party of SUPPLIER for MEYER contract including possible interim report to MEYER upon request.



General Supplier Requirements Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

1.6 Proof of Company Existence

To avoid any doubt concerning the existence of the SUPPLIER, the SUPPLIER shall provide a max 3 months old Trade Register Extract to MEYER upon request.

1.7 Liability and Liability Insurance

The SUPPLIER shall be liable for any damages to MEYER or to a third party caused by the SUPPLIER or one of his sub-suppliers either within MEYER yard's sites or related to the respective MEYER project. Therefore, the SUPPLIER shall be responsible for having a General Liability Insurance against this kind of risk; hence covering personal injuries, property and financial damages to cover all risks usually insured against according to the contracts. Proof for such a General Liability Insurance ought to be provided upon special request to MEYER.

1.8 Reference List and Order Book

The SUPPLIER ought to provide a detailed Reference List and Order Book Outlook (for capacity reasons) for each type of product/service intended to be sold to MEYER. The Reference List shall include e.g. for machinery delivered the total numbers of installed units, running hours and delivered ship yards/vessels, and e.g. for interior outfitting the type of the space built, scope of delivery and size of the area. The Order Book Outlook shall state all upcoming projects.

2. MANAGEMENT SYSTEM

A well functional management system is the basis for high quality products and services. Therefore, the following chapters outline MEYER's expectations towards the SUPPLIER's management system. The SUPPLIER's management shall demonstrate commitment to management system for example by ensuring the integration of the management system requirements into SUPPLIER's normal business processes, promoting process approach, risk-based thinking and improvement, and ensuring the resources for the management system.

2.1 Quality Management System

The SUPPLIER shall have a documented Quality Management System. This system shall be certified by an external and accredited party according to the latest DIN ISO 9001 revision.

The management system includes the descriptions of the SUPPLIER's main processes, e.g. delivery process of the product or service from order to delivery, production process, risk and opportunity management process, project management process, etc.

The SUPPLIER shall provide related certificates to MEYER upon request. Validity of this certificate ought to be ensured for the relevant business unit, production sites and associated product(s)/services

2.2 Environmental and Sustainability Management System

MEYER is obliged to reduce the environmental footprint of its products and associated manufacturing process that is why the same is expected from all MEYER's SUPPLIERs.

The SUPPLIER shall have documented processes and instructions for environmental aspects and sustainability included to management system, preferably to comply with requirements of ISO14001 or other internationally recognised standard relevant to SUPPLIER's business.

The SUPPLIER shall make all reasonable efforts to eliminate or reduce hazardous and/or high energy consuming products and related manufacturing processes. The SUPPLIER shall determine goals and objectives, identify and analyse (potential) environmental impacts such as but not limited to emissions to air, water and soil via the mandatory *Risk Assessments* (Article 2.8). The SUPPLIER shall make reasonable efforts to eliminate or reduce its environmental impact, and retain related documents.



General Supplier Requirements Requirement Version

Doc-No.
OR 00674
Date of issue
16.04.2024
Rev.
3

MEYER recommends that the SUPPLIER's management system would be certified by an external and accredited party to comply with ISO14001 or other internationally recognised standard relevant to SUPPLIER's business.

2.3 Occupational Safety and Health Management System

The SUPPLIER shall have processes established to ensure the health & safety of his and sub-contracted employees, preferably to comply with requirements of ISO45001 or other internationally recognised standard relevant to SUPPLIER's business. See also article 4.1

MEYER recommends that the SUPPLIER's management system would be certified by an external and accredited party to comply with ISO45001 or other internationally recognised standard relevant to SUPPLIER's business.

2.4 Documentation Management

The SUPPLIER shall have documentation management system to store and control minimum management system, project and product, including project quality, related documents. The document control includes minimum document identification, name of the editor, the date of the document, control of changes, version control and approval status control. The document management system should control the access of the employees of the SUPPLIER to confidential documents on need-to-know basis. This system shall be presented to MEYER upon special request.

2.5 Internal and External Product and Process Audits

The SUPPLIER shall conduct internal and external product and process audits by qualified auditors. This should be done especially for prototype products:

- Prototype Products
- · Identified high risk components and Process
- Essential Product, Production or Process Failures

Related documentation (audit reports) shall be retained and corrective actions systematically followed up. This documentation shall be provided to MEYER upon request.

2.6 Root Cause Analysis

The SUPPLIER shall conduct Root Cause Analysis for major Product, Production and Process Failures related to MEYER products. The Root Cause Analysis shall be provided to MEYER upon special request.

2.7 Quality Records

The SUPPLIER shall keep and retain Quality Records. Those may comprise out of e.g. Factory Acceptance Test protocols, product audit reports, root cause analysis, 8D reports, Failure Mode and Effective Analysis and internal audit reports. SUPPLIER shall provide MEYER product related quality records to MEYER upon request.

2.8 Risk Management Process

The SUPPLIER shall have a risk management process and conduct specific risk assessments for effective identification, analysis and control of SUPPLIER's risks for example related, but not limited to project, finance, production, quality, performance, supply chain, technology, environment, market, politics, safety and security. The identified and analysed risks shall be documented as well as the SUPPLIER's actions to control risks. SUPPLIER shall present this documentation to MEYER upon special request. See also Article 3.4.



General Supplier Requirements
Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

3. PROJECT MANAGEMENT, DEVELOPMENT & PRODUCTION

40,000 square metres of carpet, 1,800 toilets and 220 tons of paint: This is just an extract of material that MEYER needs for the construction of one of its vessels. These dimensions show the size and complexity of the projects and highlights the expectation towards project management, development and production processes. Staying in line with quality time and costs requires a systematic project management, efficient processes and cooperation with all stakeholders.

3.1 Project Organization

The SUPPLIER shall establish a First Point of Contact for MEYER (*minimum Designated Project Manager and preferable Key Account Manager*), who has the authority to make decisions with regards to MEYER project related items (such as costs, delivery times, capacities, etc.). In addition, the SUPPLIER ought to have substitution arrangements for this MEYER First Point of Contact. The SUPPLIER shall provide documented project organization chart for the key personnel (e.g. designated project manager, head of design functions, production foremen at shipyard, claim coordinator, etc.) and functions involved in the project including the possible affiliated companies and/or sub-suppliers. Changes within the project organisation shall be communicated via First Point of Contact or Project manager to MEYER. All defined first point of contacts shall communicate fluently in the English language.

3.2 Project Management Process

The SUPPLIER shall have documented process for project management to determine the main phases, activities and milestones of the project from receival of request for quotation from MEYER through contracting, project planning, execution and the delivery of the product or service to MEYER, until the end of the warranty period.

This process will be used as framework for project specific Project plans.

3.3 Project Plan

The SUPPLIER shall have project specific Project Plan (basic, detailed design, development, engineering, production, installation) for MEYER related projects, which shall describe main phases, activities, resources, responsibilities, milestones and schedules. Project plans can be divided to subproject plans. The Project plan is maintained and updated according to the progress of the project.

Project plan for contracts with MEYER or parts of it like procurement plan, manning plan on board the vessels at MEYER shipyard, etc, shall be delivered to MEYER upon request.

3.4 Project Risk Management

Related to Article 2.8, the SUPPLIER shall maintain risk evaluation and management list ("Project risk list") for each project for MEYER for effective identification, analysis and control of project risks through the project related to design, procurement, production, commissioning etc. in terms of technical challenges, schedule, resourcing etc. The Project risk list defines actions to eliminate and mitigate the risks and responsible persons and schedules for the actions. The Project risk list is reviewed in internal project meetings in regular intervals. SUPPLIER shall present The Project risk list to MEYER upon special request.

3.5 Internal Project Reviews

The SUPPLIER shall conduct project reviews before, during and after each project.

The SUPPLIER shall conduct reviews before committing to supply products and service between the sales and the project management functions for technical and commercial matters to ensure that SUPPLIER is able to meet the requirements for product and services offered for MEYER and proper handover after contract is done. All SUPPLIER employees involved in project shall have awareness about technical and commercial contractual related matters relevant for their responsibilities. Evidence of such a handover shall be presented to MEYER upon specific request.



General Supplier Requirements Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

During the project, project manager and/or the management of the SUPPLIER and project team shall review the status and progress of the project regularly to ensure successful progress related e.g. to project schedule, cost, capacity, resources, acceptance test results, customer remarks and claims etc. Evidence of such a reviews shall be presented to MEYER upon specific request.

After the project is completed, Project manager and/or the management of the SUPPLIER shall review the result of the project related e.g. to project schedule, cost, capacity, resources, acceptance test results, customer remarks and claims etc. Positive and negative findings about the progress and working methods shall be recorded for Lessons Learned. MEYER shall be able to participate in those Lessons Learned and Product Development Workshops upon specific request.

3.6 Material Content

The SUPPLIER shall have procedures for recording the material content required by ship specification, rules and/or regulations. Related certificates and material data sheets are retained and provided to MEYER upon request and before product delivery to MEYER.

The SUPPLIER shall collect material content information for declaration for Inventory of Hazardous Materials (IHM) and provide it to MEYER as defined in the delivery contract in accordance with IMO and EMSA regulations and guidelines. The SUPPLIER shall certify and ensure that MEYER products do not contain asbestos or any other hazardous material, substances or radioactivity in any form in the basic material or in the components used in the supply.

3.7 Incoming Material Verification

The SUPPLIER shall have procedures for verification of incoming materials to meet with requirements agreed with SUPPLIER's own sub-supplier. Materials to be found non-conforming shall be handled according to Article 3.12.

3.8 Work Instructions

The SUPPLIER shall have documented working instructions for its employees. These instructions shall be provided in language understood by employees in compliance with the Work Instructions provided by the yard if work is performed at the shipyard. Those instructions shall be available for employees at work place and shall be presented to MEYER upon special request.

3.9 Quality Plan and Related Test and Inspection Plan

The SUPPLIER shall have Quality Plan and derivate an associated Test and Inspection Plan.

The Quality Plan shall define responsibilities, resources and tasks, which ensure the performance quality of all involved resources during project execution. As a part of quality planning, the SUPPLIER shall conduct product and production process Failure Mode and Effect Analysis ("FMEA") for new products under development, and significant product and process risks, which cannot be prevented or mitigated in FMEA work, should be controlled by the test and inspection plan. SUPPLIER shall provide the plan to MEYER upon request.

The Test and Inspection Plan shall define all necessary tests (for example but not limited to a Factory Acceptance Test), which are mandatory to confirm the product to fulfil the requirements before release. Content of those tests and associated time lines need to be mutually agreed with MEYER. All tests, except those, which have to be carried out on board at a later stage (for example but not limited to *Commissioning on Board, Quay Trial and Sea Trail*), shall be done and completed before product delivery to MEYER.

All test reports including any non-conformity found during those tests shall be documented and retained. Any non-conformity found during those tests must be corrected before product delivery to MEYER and non-conformities found during installation or commissioning shall be settled before "First Inspection" at the respective ship yard.



General Supplier Requirements Requirement Version

Doc-No.
OR 00674
Date of issue
16.04.2024
Rev.
3

For the products manufactured in serial or mass production, the SUPPLIER shall have systematic methods to monitor the production process according to the data from the quality controls and tests. When appropriate, the SUPPLIER shall use statistical methods to monitor process capability.

3.10 Maintenance for Production Equipment and Tools

The SUPPLIER shall have procedures and routines for inspection and preventive maintenance for critical production equipment and specific consumable tools. Maintenance records and other related documentation shall be retained. SUPPLIER shall present Maintenance records and other related documentation to MEYER upon special request.

3.11 Tool Storage and Measurement Devices

The SUPPLIER shall have appropriate tool storage spaces (for example shadow boards, tool cribs) to ensure that the respective tools are maintained in a clean and observable environment.

All measuring equipment and tools, which are necessary to measure/verify SUPPLIER's products compliance with technical requirements, shall have a documented procedure for the calibration and certification. The calibrations of the equipment and tools shall be recorded. SUPPLIER shall present the documentation and records to MEYER upon special request.

When working on the respective MEYER yard, SUPPLIER shall have its own devices and tools necessary for intended work and measure/verify the product compliance, and those are marked to be owned by the SUPPLIER.

3.12 Handling of Non-Conforming Products

The SUPPLIER shall have documented process and/or instructions for the handling of non-conforming products. They describe e.g. the marking of the non-conforming products, banning in the SUPPLIER database (for example in ERP system), if the product shall be reworked or scrapped, and storing in a special stock area to avoid further processing or mixing with conforming products. Related documentation (non-conformity reports) shall be retained.

If identified non-conformities of the product is expected to affect to the contractually agreed delivery date of the product, SUPPLIER shall inform MEYER immediately.

3.13 Product Identification and Traceability

The SUPPLIER shall have system to identify the products during the production and test process such as serial number, lot or type number.

The SUPPLIER is able to trace the finished products delivered to MEYER back to the production lot and raw materials as required by ship specification, rules and/or regulations.

3.14 Warehousing, Transportation, Packaging and Labelling

The SUPPLIER shall establish appropriate instructions, methods and means to prevent damage to materials and products during warehousing, handling, packaging and transportation taking into account the MEYER specific requirements of the delivery contract. The SUPPLIER is using appropriate warehouses and transportation methods accordingly.

The SUPPLIER is obliged to label all loose delivered products or parts appropriately.

For big size (bigger than standard sea container) and/or intercontinental deliveries, the SUPPLIER is requested to consider potential risks with regards to the chosen transportation and handling method within the *Risk Assessments* (Article 0). At least one alternative method shall be investigated for the worst-case scenario.



General Supplier Requirements Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

3.15 Capability to Provide Guarantee Related Services

The SUPPLIER shall have capability to provide needed service for MEYER related to the guarantee period of the product or service.

4. HEALTH, SAFETY AND SECURITY

It's essential to review how our SUPPLIERS consider management systems, including health & safety, and security, as this ultimately has an impact upon the delivery of service to your business. Every company must have a security plan in place to ensure the safety of employees, equipment and goods. The right security measures can help to secure your business.

4.1 Health and Safety Performance

As referred also in article 0, the SUPPLIER shall have process to ensure the health and safety of its own, and possible subcontracted employees on the sites of the SUPPLIER. Minimum expectation is the definition of an appointed Occupational Safety Representative and conduction of Work Safety Instructions on a regular basis. Safety precautions shall be implemented throughout the whole organisation.

The SUPPLIER shall ensure that all production equipment and tools are fully operational and safe.

All employees are introduced for the work and occupational safety matters. The mandatory personal protective equipment (PPE) are described through documented instructions and signs on the working area. In addition, the SUPPLIER shall ensure that all its employees and its possible sub-suppliers are wearing the mandatory PPE, when entering and working at MEYER shipyard. The document of personal protective equipment (PPE) shall be provided to MEYER upon specific request.

The SUPPLIER shall appoint sufficient employees as first aider at each working site.

The SUPPLIER shall ensure that accidents are reported and that appropriate actions are implemented to avoid such incidents in the future.

4.2 Information Security

All the personal computers, works stations and servers, where MEYER's confidential information is stored, shall be protected in appropriate way to allow only employees who have need to know the information to access the information e.g. through personal user identification and password. All the previous mentioned equipment and systems shall be protected with appropriate firewall, antivirus and other relevant software.

All personal computers' hard drives or other information storage medium, which can be taken outside of the company premises and where MEYER's confidential information is stored, shall be encrypted.

The SUPPLIER shall have system to take in appropriate intervals electronic backups for the content of the hard drives and other storaging equipment of personal computers and work stations, where MEYER project related information is stored. SUPPLIER shall present and demonstrate the system to MEYER upon specific request.

4.3 Physical Security

The SUPPLIER premises, where MEYER confidential information is handled or stored, shall have appropriate access control to enter the premises. The SUPPLIER shall safeguard the MEYER's property, confidential information and e.g. mock-ups in appropriate way, and minimum in same security level than SUPPLIER's own property and information in same sensitivity level is safeguarded. The premises are equipped with burglar and fire alarm systems, or higher level of surveillance, like CCTV, when appropriate. SUPPLIER shall present and demonstrate the physical security measures to MEYER upon specific request.



General Supplier Requirements Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

5. PLANNING AND SUPPLY CHAIN

Topics like ensuring the supply chain and capacity planning have become increasingly important in recent years. Dynamic supply chains are significantly more vulnerable with regards to occurring disruptions than in the past, therefore the professional planning and control of capacities and the close monitoring of supply chain is an essential factor in the requirements of MEYER Group.

5.1 Emergency Preparedness and Business Consistency plan

The SUPPLIER shall be prepared to respond to emergency situations, e.g. related but not limited to safety, productional and environmental issues, in a manner appropriate to situation's particular needs.

Additionally, the SUPPLIER shall have a Business Consistency Plan including procedures and responsibilities to overcome potential business disruptions such as for example sudden change in the highest management, fire, floods, earthquakes, strikes and other possible events, which might cause interruption for normal business and delivery processes.

5.2 Capacity Planning

The SUPPLIER shall have adequate capacity planning tools and/or methods in use to ensure fact based capacity planning for engineering, production and service efforts such as installation/commissioning. The SUPPLIER shall have also capability for extra trouble shooting support, which is necessary during commissioning, sea trials and system/product handover to the ship owner.

Competences and qualification of related work force shall be according to outlined requirements within Article 1.40. The capacity plan shall also include sub-suppliers' capacities and raw material availabilities, when appropriate.

For the works made at MEYER site, the SUPPLIER shall provide work force plan (i.e. "manning plan") to MEYER, when requested. In case the SUPPLIER's works made at MEYER site are behind the schedule, the SUPPLIER is obligated to provide specific catch-up plan to MEYER.

5.3 Sub-Supplier Qualification

The SUPPLIER shall have a process to evaluate, select and approve its own sub-suppliers. The SUPPLIER shall have a second source strategy for the strategic and/or critical purchased materials and/or services, which shall be applied, when appropriate.

The SUPPLIER ought to name his strategic Sub-Suppliers, which will be utilized for MEYER projects, upon specific request.

The SUPPLIER shall ensure that SUPPLIER's sub-suppliers utilized for MEYER projects meet MEYER's General Supplier Requirements with regards to Compliance.

5.4 Supplier and Sub-Supplier Monitoring

SUPPLIER shall have procedure to ensure the Quality and Reliability of all MEYER project related outsourced services and processes (incl. external production).

The SUPPLIER shall continuously monitor and evaluate its sub-suppliers' performance e.g. by key performance indicators such as on-time delivery, number of open claims, etc. An adequate claim management process (handling of Non-Conformities) against the SUPPLIER's sub-suppliers shall be defined and methods for corrective and preventive actions shall be implemented.

Essential time delays and non-conformities of the SUPPLIER's sub-suppliers product, which may affect to the contractually agreed delivery date and or performance of SUPPLIER's product must be informed to MEYER according to the provisions within the specific Delivery Contract.



General Supplier Requirements
Requirement Version

Doc-No.	
OR 00674	
Date of issue	
16.04.2024	
Rev.	
3	

6. REFERENCES

ISO9000:2015 Quality management systems – Fundamentals and vocabulary ISO9001:2015 Quality management systems – Requirements

ISO14001:2015 Environmental management systems – Requirements with guidance of use

ISO45001:2018 Occupational health and safety management systems. Requirements with guidance for use

MEYER GROUP's Code of Conduct (CoC) – <u>lieferanten_coc_signed_englisch.pdf</u> (meyerwerft.de) (Status December 6th 2022)