

# PROJECT MANAGEMENT MANUAL



**CORPORATE DOCUMENT**  
Integrated Management System

## RESPONSIBLE'S REVIEW

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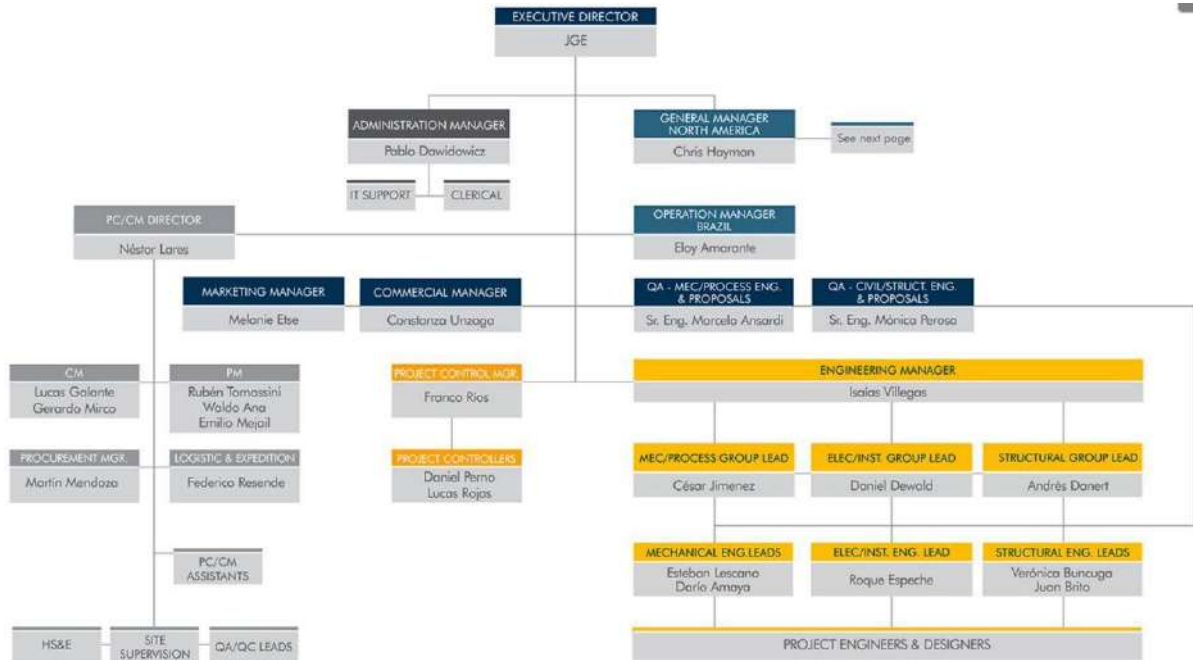
## 1. SAXUM’s Project Management model

SAXUM specializes in providing high-level engineering and project management services to the industry.

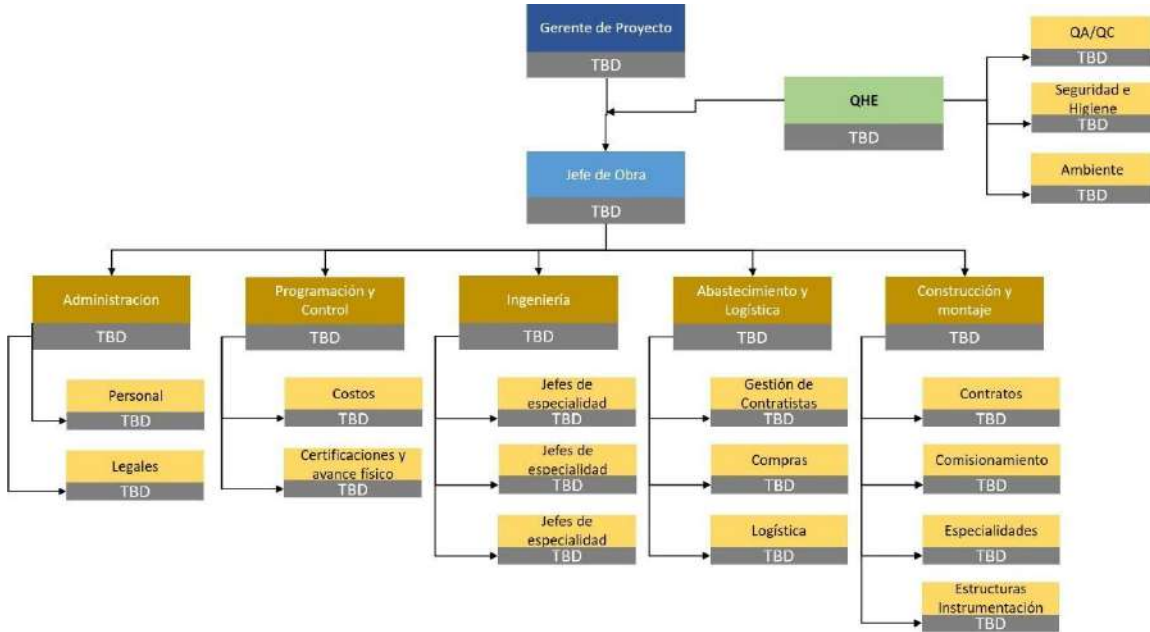
Our management style is based on project management through a corporate structure, business units and the own management teams of each project.

This allows us to be a company that, following the corporate guidelines, we can adapt the resources, techniques, structures and management to the particular characteristics of each Project, in the region that is located.

### 1.1. Corporate Structure



## 1.2. Project Structure



## 2. Scope of our project management model

SAXUM provides a wide range of project management services, which can be summarized as:

- EPCM projects
- Engineering Projects: conceptual, basic and detailed.
- Feasibility Studies, Trade Offs, and Environmental Impact Projects
- Supervision and Maintenance Projects

## 3. Project Management

### 1.3. General

SAXUM, through the project teams and the support of the corporate areas design, implement and control the execution of each Project through the Project Execution Plans (PEP).

These plans, unique and unique to each project, reflect the Project or Service Management Planning, its structure, characteristics, critical points, controls operations, construction equipment, engineering, contractor control and any other methodology that is customized and adapted to each need, always, considering the applicable legal

framework and SAXUM's corporate guidelines.

Each PEP details the specific requirements of the Client, generating particular application modalities for each contract and is sized according to its complexities. The result of this planning also involves all the necessary verification, validation, monitoring and measurement activities, both for products purchased, own and third-party contracts, as well as for constructions and installations carried out.

In the case of purchased products, the identification of particular characteristics or functions, calling them “Non-standard Products”, which may require specific Inspection and Testing plans. The PEP in turn, has the particularity of being able to adapt to other Management Systems such as that of the Client or other parties involved in the contract.

#### 1.4. Model Structure of Project Execution Plans (PEP)

Although the PEPs are tailored to each Project and the clients' own needs, its base structure is as follows:

- A. Introduction**
- B. Definitions**
- C. Information about the Project**
- D. Scope of work**
  - a. By SAXUM
  - b. By the Client
  - c. By others
  - d. Exclusions
- E. Applicable Legislation**
- F. Communications**
  - a. Correspondence
  - b. Meeting Minutes
  - c. Telephone Conversation Records
  - d. E-mails
  - e. Recipients of the Correspondence
- G. Project Organization**
  - a. Project Organization Chart
  - b. Roles & Responsibilities
- H. Project Control**
  - a. Project Schedule
  - b. Deliverables:
    - i. Monthly Project Status Progress Report
    - ii. Needs Lists

- iii. Document filing control
- I. **Engineering Procedures**
- J. **Construction Procedures. Mounting. Instrumentation**
- K. **Procurement Procedures**
- L. **Quality, Safety and Environment Procedures**
- M. **Particular Operating Procedures**
- N. **Administrative Procedures**
- O. **Procedures for the control of technical documentation**
- P. **Management of Contractors**
- Q. **Certification and billing**
- R. **Requirement for Engineering Changes**
- S. **Notes of Change**
  - a. Responsibility
  - b. Procedure
- T. **End of the project**
- U. **Project memory and file**

#### 4. SAXUM Manuals and Procedures Library

The management of our projects can include:

- The realization of multidisciplinary engineering designs,
- Management of the execution of constructions, assemblies, installations and commissioning,
- Project control; planning and scheduling,
- Contract administration,
- Procurement of equipment, materials and contracts,
- Supervision of manufacturing, inspections, measurements and tests,
- Comprehensive technical assistance and post start-up,

To do this, we have a Document System and corporate know-how focused on what we call “4. SAXUM Manuals and Procedures Library”, where all of our internal management and control mechanisms for the organization and each project are established and disclosed.

As we said before, the adaptation of our Management System to projects is carried out through PEPs and taking from the Library those application procedures.

The following index summarizes SAXUM’s Corporate Procedures:

**ENGINEERING MANAGEMENT**

Document. Denomination	Type. Documentation level	Notes
<b>Engineering Manual</b>	Corporate manual	
<b>Comprehensive checkup procedure</b>	Procedure	Engineering Manual Application
<b>Foundation checklist</b>	Checklist	Engineering Manual Application
<b>Checklist for concrete planes</b>	Checklist	Engineering Manual Application
<b>Checklist for metal structural documents</b>	Checklist	Engineering Manual Application



**PROJECT MANAGEMENT**

Document. Denomination	Type. Documentation level	Notes
<b>Project Execution Plan</b>	Descriptive document for the execution and control of SAXUM projects	The format is adapted to each project, respecting corporate guidelines and those of clients or partners
<b>Presentation guidelines and general instructions</b>	Set of instructions applicable to project management	It contemplates the possibility of establishing a particular Project Manual
<b>Basic Procedures for Project Management</b>	Set of main procedures applicable to project management	Central column, to which the procedures are incorporated individuals

**PROCUREMENT**

Document. Denomination	Type. Documentation level	Notes
<b>General terms and conditions for purchases</b>	Document with general guidelines to follow in the purchasing process	Corporate sourcing process
<b>Special conditions for purchases</b>	Document with special and particular guidelines to follow in the purchasing process	Corporate sourcing process

**SAFETY AND HYGIENE AND ENVIRONMENT MANAGEMENT**

Document. Denomination	Type. Documentation level	Notes
<b>SAXUM Safety and Hygiene Manual</b>	Manual containing mandatory standards and procedures for Safety and Hygiene	
<b>Security and Hygiene Annex for purchases</b>	Annex of the manual. It contains the general guidelines for purchases and contracts considering the Health and Safety requirements.	Supply Management including Subcontractors

**QA/QC MANAGEMENT**

Document. Denomination	Type. Documentation level	Notes
<b>Quality Assurance and Control Manual</b>	Descriptive manual of corporate roles, control mechanisms and typical documentation for SAXUM projects	<ul style="list-style-type: none"> <li>• Quality assurance</li> <li>• Quality controls</li> <li>• Control of the documentation of quality of the project.</li> </ul>
<b>Quality assurance manual for Contractors</b>	Descriptive manual of the requirements and procedures applicable by contractors working on SAXUM projects	
<b>Standards for technical drawing</b>	Procedures with the basic requisitions for the technical drawing applicable in the projects	