

QUALITY CONTROL MANUAL

Go2Power Consulting

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1. Introduction

Go2Power Consulting is committed to delivering quality outcomes and contributing to the success of our clients through providing consistent high-quality services, engagement of our people, leadership, relationships and by continuous investment in the improvement of our Quality Management System (QMS). This Quality Control Manual describes our quality requirements, our commitment to quality, and our intent on meeting these requirements and commitments while continually striving to improve.

Go2Power Consulting has been continuously providing cost-effective and innovative project management, engineering, procurement, and construction management services to the oil and gas industry.

With a friendly atmosphere, employee discipline and Management's commitment to excellence, at Go2Power Consulting we aim to grow and strengthen our position in the ground handling business. Implementing a consistent quality program entails a full commitment from all of us who are involved in the process and the shared belief in quality service.

Our senior engineering management team brings to our clients' years of industry experience in all facets of project management and engineering design.

1.1 Mission

Our mission is to offer flexibility to our clients, while maintaining integrity and authenticity.

1.2 Vision

We strive to become pioneers in optimizing power systems while providing creative and innovative solutions for our clients no matter how complex the assignment.

2. Scope

Go2Power Consulting has made the quality of its service its main commercial argument, always respecting the standards established by its client and by applicable regulations. With the aim of continuous improvement in the provision of quality services, Go2Power Consulting maintains and continuously improves its Quality Management System and strives to align with the requirements of ISO 9001:2015, Information Security Management Systems ISO/IEC 27001:2013, Environmental Management Systems ISO 14001:2015, Occupational Health and Safety Management Systems ISO 45001:2018 standards.

The Quality System described in this manual is mandatory for all activities performed at Go2Power Consulting to assure service conformance to the applicable contract specifications. The requirements of this manual apply to all personnel who manage, perform and verify work affecting quality, employed directly by Go2Power Consulting Services.

This Quality Control Manual will be updated within 30 days after contract award to include any required changes in compliance with the Performance Work Statement.

3. Terms and definitions

The terms and descriptions used in this manual are generally defined within ISO 9001-Quality Systems:

- **Audit:** an evidence gathering process used to evaluate how well policies, procedures and contract requirements are being met.
- **Conform:** to meet or comply with requirements. There are quality requirements, client requirements, product requirements and management requirements.
- **Client:** A client is anyone who receives products or services. The term “client” used in the context of this Quality Plan identifies both the Internal and External client.
- **Corrective Action:** Steps taken to remove the causes of an existing nonconformity or undesirable situation.
- **Nonconforming Service:** when a “service” fails to meet specified requirements. Nonconforming services must be identified and controlled.
- **Preventive Action:** steps taken to remove the causes of potential nonconformities that do not yet exist.
- **Quality Control (QC):** “those actions taken by a contractor to control the production of outputs to ensure that they conform to the contract requirements”.
- **Quality Assurance (QA):** “planned and systematic pattern of all actions necessary to provide confidence that adequate technical requirements are established; products and services conform to established technical requirements; and satisfactory performance is achieved.”
- **Quality Management System (QMS):** set of interrelated or interacting elements that the company uses to direct and control how quality policies are implemented, and quality objective are achieved.
- **Quality Objective:** quality-oriented goal. It is something you aim for and try to achieve.
- **Quality Control Manual (QCM):** a document that states the Quality Management System.
- **Requirement:** a need, expectation or obligation, usually stated in a document (such as a Contract).
- **Service:** a type of “product”. Service is always the result of an activity or interaction between the service supplier and a client.
- **Verification:** a “process”. It used objective evidence to confirm that specified requirements have been met.

4. Context of the organization

Go2Power Consulting has determined internal and external issues that are relevant to our products, services, activities, and operations that affect our ability to achieve the intended results of our QMS.

Go2Power Consulting identifies, analyses, monitors, and reviews factors that may affect our ability to satisfy our customers and stakeholders, as well as factors that may adversely affect the stability of our processes or our QMS's integrity.

To ensure that our QMS is aligned with our strategy, while taking account of relevant internal and external factors, we collate and analyze pertinent information to determine the potential impact on our context and subsequent business strategy. The output of this activity is evident as an input to the consideration of risks and opportunities and the actions that we take to address them.

In our planning process, at Go2Power Consulting we have identified external and internal issues that are relevant to the purpose and direction of the organization and examined how they affect the ability to achieve intended results.

The Organizational Context involves:

- Understanding contract service requirements, projects being delivered within schedule, budget, and scope.
- Identifying “interested parties” (stakeholders); those who receive our services, or may be impacted by them, or those who have a significant interest in the organization.
- Identifying and understanding the needs and expectations of interested parties.
- Determining the scope of the quality management system.

Interested parties and their needs and expectations are identified as shown in the table below:

| Interested parties | Requirements |
|--------------------|---|
| External customers | <ul style="list-style-type: none"> • Projects delivered within schedule, budget, and scope • Contractual and regulatory obligations met • Specifications and design conditions met |

| Interested parties | Requirements |
|-------------------------------|--|
| Employees | <ul style="list-style-type: none"> • Competitive salaries • Work/life balance • Personal development • Safe working environment • Shared values • Suitable working environment and tools |
| Vendors | <ul style="list-style-type: none"> • Project requirements (scope, schedule, fees, terms & conditions) • Access to project team • Payment as promised • Beneficial relationship |
| Society | <ul style="list-style-type: none"> • Working in the best interests of the public |
| Regulators/Legislators | <ul style="list-style-type: none"> • Compliance and reporting |

5. Leadership and commitment

The Managing Director of Go2Power Consulting has assumed the leadership and commitment with respect to the QMS to ensure its effectiveness, establishing the quality policy and objectives for the QMS according to the strategy of the organization. Management has ensured compliance with the requirements of the QMS in the implemented system, as well as its continuous improvement by promoting risk-based thinking to ensure that the expected results are achieved.

In addition, the Management exerts its commitment with respect to the client approach, ensuring that its requirements are determined, understood and fulfilled, as well as the legal and regulatory ones; the risks and opportunities that can affect the conformity of the products/services and the ability to increase client satisfaction are determined and considered, constantly maintaining that focus.

The QMS will be reviewed and evaluated on an ongoing basis. Outcomes from this evaluation will be prioritized and actioned.

5.1 Quality policy

Go2Power Consulting quality policy is to assure client satisfaction by providing the “highest quality service” and to perform all services in a manner, which meet or exceeds the expectations of the Clients. Our approach is consistent with International Organization for Standardization 9001 standards.

The Quality Policy “philosophy” includes the following three pillars: Client Satisfaction, Employee Morale & Welfare and Company Reputation.

Achievement of this policy involves all staff who is individually responsible for the quality of their work, resulting in continually improving the working environment for all. To achieve and maintain the required level of quality, the Managing Director (General Manager) retains responsibility for the Quality System with routine operations controlled by the Quality Manager.

5.2 Organizational roles and responsibilities

Go2Power Consulting Management Team is responsible for ensuring QMS outputs are meeting the commitments and requirements as defined in this Quality Manual while continuing to maintain and promote a client-centric organization.

Go2Power Consulting Management Team demonstrates its leadership and commitment by:

- taking accountability for the effectiveness of and conformance to the QMS;
- ensuring the corporate quality policy and objectives are established and align with the strategic direction of the organization;
- ensuring the requirements outlined in this Quality Manual are integrated into our QMS;
- ensuring all personnel are trained on the content and maintenance of the QMS;
- promoting a process approach and risk-based thinking;
- ensuring adequate resources are in place for the maintenance and management of the QMS;
- communicating the importance of this Quality Manual and the QMS;
- ensuring the QMS is achieving intended results and taking action when it is not;
- engagement of personnel to contribute to the effectiveness of the QMS;
- promoting improvements; and
- active demonstration of leadership at all levels and areas of responsibility.

All personnel (inclusive of employees and contractors) are responsible for directly contributing to the efficiency and effectiveness of the QMS through meeting the requirements and commitments defined in the QMS and by actively and regularly identifying opportunities for improvement.

6. Planning

A risk-based approach has been used while designing our QMS allowing us to institute preventive controls to minimize negative effects. These controls are illustrated by the required activities identified in our processes. Deviations may only occur when the process owner has reviewed the risks of deviating and granted approval to do so.

Changes to our QMS are planned, developed and approved by Go2Power Consulting Management Team.

Changes closely follow a structured development cycle similar to a Plan-Do-Check-Act (PDCA) cycle as described in the ISO 9001 standard. Go2Power Consulting develops clear scopes of work for the activities to be undertaken, including identifying interrelated processes that contribute to our organization's effectiveness and efficiency.

Changes and updates to the QMS are clearly communicated to personnel. This ensures changes are implemented in a coordinated and controlled fashion.

6.1 Quality Objectives

Go2Power Consulting's Management Director has established measurable quality objectives (key performance indicators) consistent with our quality policy.

The Management Team ensures personnel's performance objectives are identified, aligned with business strategies, and linked to annual performance at all levels of the organization.

The Go2Power Consulting Management Team is accountable for ensuring adequate resources are allocated to ensure timely completion of objectives while maintaining the integrity of the QMS.

7. Support

7.1 Resources

To meet the quality objectives, the Go2Power Consulting Management Team is committed to providing adequate resources to carry out the activities outlined in this manual and the QMS, including appointing qualified individuals to achieve contractual obligations.

The Go2Power Consulting Management Team ensures that all personnel are duly skilled, competent and qualified in terms of education, experience and training to carry out the tasks related to their position and to assume the responsibilities defined in the QMS. If required, actions are taken to acquire the necessary competence. Provisions are in place for training, mentoring or, when necessary, reassignment of personnel.

All positions have a corresponding position profile that includes tasks and responsibilities. This information is used for both the evaluation and the recruiting of personnel.

Go2Power Consulting's employee performance-review process allows managers to review performance against agreed to annual objectives. Employee competencies are reinforced through checklists, work instructions and documented processes.

7.2 Infrastructure

At all times, the Management Team ensures that premises, work areas, tools and equipment, computer and communication support services are adequate to achieve efficient and effective end-products for Go2Power Consulting's clients.

Go2Power Consulting IT team, directly or through its outsourced partners, is accountable for providing effective and efficient computer equipment which corresponds to the personnel requirements. Furthermore, Go2Power Consulting IT team assures the dependable operation of the network, communication software (electronic mail, intranet, etc.) and other communication equipment (fax, telephone, digital transmitter). Go2Power Consulting IT team monitors and evaluates the outsourced IT services through a service level agreement to ensure adequate performance.

IT team, and its staff representatives, are also responsible for computer network data backups, computer maintenance and antivirus protection.

7.3 Work Environment

It is essential that the occupational environment be positive in order to encourage personnel satisfaction and promote personnel performance. As required, improvements are provided and

monitored by the Go2Power Consulting Management Team.

All personnel are responsible for keeping his or her work environment clean and orderly.

Go2Power Consulting supports local social committees to promote team building and enhance personnel morale.

7.4 Go2Power Consulting - Health, Safety and Environment Policy

Go2Power Consulting is committed to providing a safe and healthy workplace for all personnel. The company's health, safety and environment (HSE) policy seek to eliminate workplace accidents and property damage. All persons connected with the company must do their part to ensure the ongoing success of this program. Personnel are encouraged to submit safety opportunity cards.

The Go2Power Consulting Management Team will respond to all safety opportunity cards and ensure issues are resolved as required.

7.5 Awareness and Training

New employees are evaluated to determine the extent of their knowledge and skills regarding the position sought. New employees are onboarded to align expectations and introduce the QMS requirements. The employees' manager is responsible for ensuring the employee is aware of the relevance and importance of the QMS and everyone's contribution to the achievement of quality objectives as well as the potential impacts of any deviation to processes.

Process-specific training is provided through formal training sessions, one-on-one sessions with the trainer, by discipline managers, discipline leads or other designated resources. Information is also accessible via the intranet and provided during the onboarding of new employees. The requirements of the QMS are also reinforced during project initiation, project kick-off meetings and in the PEP, or equivalent.

Once a year, various sources of information are analyzed to determine training needs. Every effort is made to provide employees access to the best professional training and development opportunities to maintain a highly qualified workforce.

7.6 Communication

The Go2Power Consulting's Management Team provides information on the QMS to all personnel on a continual basis, using the following means:

- In-house publications (such as newsletters), and emails in support of the ongoing communication between all the personnel;
- Bulletin boards used to post general or quality-specific information to the personnel;
- Team meetings or other face-to-face communication, and
- Quality moments are used to share relevant information organizationally or on a project-specific basis.

The Go2Power Consulting Management Team strives to understand the health of the organization by performing intermittent surveys based on internal and external factors influencing our work.

The results of these surveys are shared within Go2Power Consulting and, when appropriate, working teams are created to prioritize opportunities, identify solutions, and create implementation plans. Progress of such teams is monitored and reported to the Go2Power Consulting Management Team.

7.7 Documentation

Go2Power Consulting's QMS documentation structure is by document type. Documents within the QMS are controlled to ensure that personnel have access to the latest, approved information, and to restrict the use of obsolete information.

QMS documentation includes both documents and records.

All documented procedures are established, documented, controlled, implemented and maintained.

Printed versions are considered uncontrolled.

All documents are legible, properly identified and filed to be easily tracked. They are also indexed and filed to prevent deterioration, damage or loss. All project-related records are archived and maintained. Active documents and records kept on the network and/or the relevant project SharePoint sites and are backed up per Information Technology protocols.

8. Operation

8.1 Planning and Control

The Go2Power Consulting Management Team plans and develops the processes needed to meet client requirements. Go2Power Consulting processes are conducted by duly trained personnel. Processes are conducted according to the best practices, documented processes, applicable standards and expertise acquired by management and personnel. Go2Power Consulting determines resources required based on project requirements, scope of work and other client inputs against our internal resource capabilities and constraints. Go2Power Consulting takes great care in ensuring both internal and external risks are identified, managed and where possible actions are integrated into our QMS documentation.

8.2 Contract Requirements

Where a decision is made to submit a proposal, a unique proposal number is assigned. The proposal is prepared by designated personnel under the supervision of the directors or the project manager.

The designated person reviews the documents made available and determines:

- The requirements specified by the potential client, including the specifications applicable to the release of deliverables and to post-project activities;
- The client's unspecified requirements that are nonetheless necessary toward any specified or intended purpose (if known);
- Applicable regulatory and statutory requirements; and
- Any additional requirements.

Upon receiving a contract agreement, the designated person compares the proposal documents to the contract documents received. This person also ensures that Go2Power Consulting has the capacity to comply with the requirements and that risk is assessed. All discrepancies between the documents are clarified before the contract agreement is executed. All orders require a written confirmation or a contract agreement.

8.3 Design and Development

Planning Client requirements are identified and reviewed by the project manager and applicable project team members and documented in the design basis memorandum (DBM).

The project manager, or delegate, must define design and development phases, including design reviews, verification, and validation.

For all projects, the design inputs (process conditions, survey, specifications, contract agreement, external data, etc.) are clearly identified in the design basis memorandum. Inputs into the design may include, but are not limited to, functional and performance requirements, as well as applicable statutory and regulatory requirements.

Reviews are conducted to evaluate the ability of the results of design and development to meet requirements. Records of design review are retained. Designs or technical reports must undergo a level of peer review before being issued to the client. The extent or type of review is dependent on the deliverable being reviewed and associated risk level of that deliverable.

The project team is involved in various design reviews throughout the course of the project as documented in the design basis memorandum. Design review participants include representatives of functions relevant to the project design and development activities. Records of the design reviews are filed and distributed to personnel for whom this information is relevant. Design reviews allow for the assessment of the design's ability to meet requirements; they offer opportunities to formulate appropriate action(s).

A verification/validation of the design output elements is completed to ensure that these elements have met the input requirements and the resulting product meets its intended use. Verification/validation is demonstrated through the authentication of the relevant documents.

Design outputs, such engineering designs, etc. shall: meet the input requirements; be adequate for the subsequent processes for the provision of products and services; include or reference monitoring and measuring requirements, as appropriate, and acceptance criteria; specify the characteristics of the product that are essential for its intended purpose and safe and proper use. When required, outputs must be authenticated by a professional engineer.

Authentication is performed in accordance with the professional association requirements for the location applicable to the design.

Changes to the design are reviewed, validated and approved by the engineers responsible for the design prior to implementation. Further, the review of modifications allows Go2Power Consulting to assess the impact of the modifications on outputs and on previously released elements. The recording of these activities is acquired through the authentication of the modified documents.

8.4 Product and service provision

CONTROLS

Project execution requirements, including results to be achieved, are documented within project-specific design basis memorandum. Execution of project requirements is performed in accordance with these documents. Where contractually required, the client may request a review of the aforementioned documents. Results of client reviews will be documented and applicable feedback incorporated.

Monitoring of execution activities is the responsibility of the project manager and can be assessed by monitoring and managing the project schedule, budget and scope. Differences shall be identified and resolved.

Production of deliverables is also controlled through the use of applicable checklists, forms, templates, procedures, and work instructions.

IDENTIFICATION AND TRACEABILITY

A unique identification or project number is given to all applicable project deliverables. All personnel are responsible for the filing and storage of project documents, records, and deliverables per the Go2Power Consulting filing requirements. As mandated by client and project requirements, and, project deliverables are assigned a unique number. In the absence of a client-specified numbering convention, engineering drawings are numbered in practical way.

CLIENT PROPERTY

Throughout the project, Go2Power Consulting must protect the client's property against loss, damage or deterioration. Drawings, expert studies, legal documents or infrastructures, land and buildings where activities unfold (shop, turbine room, etc.) are considered either the client's property or products provided by the client. Should the client's property be lost, damaged or otherwise found to be unsuitable for use, the client is informed at once.

PRESERVATION

Preservation of our project deliverables includes the following but is not limited to:

- Identification – utilizing either the client or Go2Power Consulting's document numbering standard;
- Handling – recognizable cover sheets and transmittal using secured and proven methods;
- Packaging – hard copy file folders and other suitable means contain any hardcopy documents;
- Storage and protection of documentation, records, confidential information and other intellectual property; and
- Security – maintaining secured soft copy and hard copy environments.

Preservation of purchased products, materials, equipment etc. is done on a project-by-project basis and depends on the scope of services defined in our contract. When external providers are shipping products to our clients, the shipping preparations requirements are defined in the purchase order.

POST DELIVERY ACTIVITIES

Post-delivery activities may include various construction support activities, which are defined contractually. Changes affecting delivered products or services are communicated to clients in a structured and effective mechanism. Go2Power Consulting informs relevant parties that work should not proceed on the related scope until approval to do so is granted.

Client feedback is important and is considered a required post-delivery activity.

8.5 Release of Products and Services

Release of deliverables is performed in accordance with client requirements and documented. Deliverables are only released once required activities have been satisfactorily completed in accordance with the QMS and client requirements.

9. Performance Evaluation

Go2Power Consulting evaluates the effectiveness of the QMS in a variety of ways, including but not limited to, operations meetings, internal QMS and project audits, client feedback, client meetings, financial measures, and nonconformance reviews. Appropriate records are maintained.

Project managers and Business Development are responsible for updating client contact information. Applicable comments or remarks made by clients, professionals, or subcontractors during the project are documented on project improvement logs or equivalent. Results are reviewed and where appropriate, actions to be taken identified. Go2Power Consulting conducts regular internal audits to evaluate the effectiveness of our work processes.

Organizational project metrics are maintained, monitored, and reported throughout the projects lifecycle, as appropriate. The project manager and the Go2Power Consulting Management Team review project metrics. Items not meeting the specified targets are discussed and actions to be taken are identified.