

General Terms and Conditions (GTC)
SCANCLIMBER Sp. z o.o.'s Requirements for Subcontractors
of Welded Components and Welding Services

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1. Introduction

1.1. Purpose of the document

- a) Establishing uniform principles of cooperation between SCANCLIMBER Sp. z o.o. and subcontractors in the implementation of welding works.
- b) Ensuring high quality of welded structures by meeting technical requirements, welding standards and quality standards.
- c) Minimizing the risk associated with welding work not performed in accordance with the requirements.
- d) Defining the responsibilities and obligations of both parties (client and subcontractor) in the scope of welding works.

2. Scope of application

The document applies in the case of:

- a) Carrying out all welding work by subcontractors on behalf of SCANCLIMBER Sp. z o.o.
- b) Carrying out welding work at the subcontractor's plant or by a "third party", i.e. at the plants of the subcontractor's cooperating companies.

2.1. Definitions and abbreviations

To ensure consistency and a common understanding of the terms used, key definitions are provided below:

- a) **Ordering Party:** SCANCLIMBER Sp. z o.o.
- b) **Subcontractor / Cooperator:** An external company carrying out welding works on behalf of the ordering party.
- c) **WPS (Welding Procedure Specification):** Welding technology manual describing how to carry out the welding process.

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- d) **WPQR (Welding Procedure Qualification Record):** A document confirming the qualification of welding technology based on the conducted tests.
- e) **NDT (Non-Destructive Testing):** Non-destructive testing of welds used to verify the quality of welds (np. VT, PT, MT, UT, RT).
- f) **Basic materials:** Materials joined in the welding process, e.g. steel, aluminum.
- g) **Additional materials:** Materials necessary to carry out the welding process, e.g. electrodes, welding wires and rods, fluxes and shielding gases.
- h) **Validation:** Confirmation by providing objective evidence that specified requirements have been met.
- i) **Weld non-conformity:** A discontinuity in the weld or a deviation from the intended geometry.
- j) **Welding defect:** Unacceptable welding defect.

2.2. Normative references

- a) **PN-EN ISO 3834** - Quality requirements for welding metallic materials
- b) **PN-EN ISO 14731** - Welding Supervision - Tasks and Responsibilities
- c) **PN-EN ISO 9606** – Exams for welders
- d) **PN-EN ISO 14732** - Welding personnel - Examination of welding operators and weld setters for mechanized and automatic metal welding
- e) **PN-EN ISO 15609** - Specification and qualification of metal welding technologies - Welding technology manual
- f) **PN-EN ISO 15614** - Specification and qualification of metal welding technologies - Welding technology testing
- g) **PN-EN ISO 15613** - Specification and qualification of metal welding technologies - Qualification based on pre-production welding test

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- h) **EN IEC 60974-14** - Arc welding equipment - Part 14: Calibration, validation and repeatability testing
- i) **PN-EN ISO 9712** - Non-destructive testing - Qualification and certification of non-destructive testing personnel
- j) **PN-EN ISO 5817** - Welding - Welded joints in steel, nickel, titanium and their alloys (except beam welded) - Quality levels for weld imperfections
- k) **PN-EN ISO 10042** - Welding - Arc welded joints in aluminum and its alloys - Quality levels for weld non-conformities
- l) **PN-EN 10204** - Metal products - Types of inspection documents

3. Certification requirements

This section specifies the formal requirements that subcontractors must meet in order to be able to carry out welding work on behalf of SCANCLIMBER Sp. z o.o. The purpose of these requirements is to ensure that subcontractors have the appropriate qualifications and resources.

3.1. Company Certification Requirements

It is recommended that the subcontractor has a factory certificate in accordance with the ISO 3834-2 standard.

3.2. Requirements for the certification of welding supervision personnel

It is recommended that the assigned welding work be performed under the supervision of a person with qualifications in accordance with the PN-EN ISO 14731 standard. The subcontractor is obligated to prepare a list of welding supervisors within the company. The document should include the date of preparation and be confirmed as accurate by the stamp and signature of a person authorized by the subcontractor.

3.3. Certification requirements for welders and operators

Welding work must be performed only by individuals with valid welding qualifications for the welding methods used, in accordance with the PN-EN ISO 9606-1 standard (for steel) or PN-EN ISO 9606-2 standard (for aluminum). These welding qualifications must be fully relevant to the work undertaken by the subcontractor and documented by a "Welder's Examination Certificate" issued by an authorized body (e.g., Office of Technical Inspection). The same requirements apply to operators (if they perform commissioned welding work),

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who must have valid qualifications in accordance with the PN-EN ISO 14732 standard. The subcontractor is obligated to prepare a list of welders and operators employed by the company, along with an annotation of the assigned individual identifier (welder number). The document should include the date of preparation and have the data confirmed as accurate by a stamp and signature of a person authorized by the subcontractor.

3.4. Requirements for the certification of quality controllers

Quality inspectors conducting weld inspections using NDT methods must be qualified and certified in accordance with the PN-EN ISO 9712 standard. They must hold at least a valid second-level qualification in the required weld inspection methods (e.g., VT2, PT2). The subcontractor is obligated to prepare a list of quality inspectors employed by the company. The document should include the date of preparation and have the data confirmed as accurate with the stamp and signature of an authorized person of the subcontractor.

3.5. Data management

The subcontractor is obligated to provide SCANCLIMBER Sp. z o.o. with the lists referred to in points 3.2, 3.3, and 3.4, as well as documents certifying the authorizations of the employees listed therein. Furthermore, the subcontractor is obligated to update the lists in the event of any changes to the data contained therein. Representatives of SCANCLIMBER Sp. z o.o. undertake to maintain the confidentiality of the information provided in accordance with Annex No. 1 dated May 25, 2018, to the General Terms and Conditions of Purchase of SCANCLIMBER Sp. z o.o. dated June 1, 2008.

4. Requirements for carrying out the welding process

This section specifies the technical and formal requirements that subcontractors must meet before, during, and after welding operations. The purpose of these requirements is to ensure the desired quality of work and its compliance with design standards and specifications.

4.1. Requirements overview

The subcontractor is obligated to review the documentation provided by SCANCLIMBER Sp. z o.o. to verify their qualifications. If the subcontractor does not possess the appropriate welding qualifications, quality control qualifications, or approved WPQR technology referred to in point 4.5, they are

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obligated to immediately notify SCANCLIMBER Sp. z o.o. before commencing the assigned work.

4.2. Welding machine validation

Each welding machine used to complete the assigned order must have a valid validation certificate in accordance with the EN IEC 60974-14 standard.

4.3. Storage of basic and additional welding materials

- a) Basic materials – should be stored in such a way that they are not exposed to unfavorable weather conditions. During storage and at work stations, basic materials must have their identification features maintained (e.g., labeling with the batch number)
- b) Additional materials – should be stored in dedicated rooms and in their original packaging, protecting them from moisture, dirt, and mechanical damage. Storage conditions must be in accordance with the manufacturer's recommendations and monitored. Additional materials must maintain their identification features during storage and at workstations (e.g., labeled with the batch number).

4.4. Preparing the material for welding

Preparing materials for welding is a key step in the welding process, ensuring proper weld quality and minimizing defects. Before welding, materials must be cleaned of any grease and lubricants that may have originated from machining processes, as well as rust and oxides. The edges of the materials to be welded must be prepared in accordance with the provided design and technological documentation. Before welding, it is necessary to verify that the materials used in production comply with the design requirements and standards.

4.5. Welding technology

- a) The subcontractor must carry out the commissioned welding work based on its own WPQR welding technologies, which are qualified by an authorized body (e.g., Office of Technical Inspection) in accordance with the PN-EN ISO 15614-1 or -2 or PN-EN ISO 15613 standard. The subcontractor is responsible for preparing WPS instructions in accordance with the PN-EN ISO 15609 standard based on its approved technologies. WPS instructions must be adapted to the subcontractor's production conditions and must be consistent with the requirements of the commissioned work.

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- b) If the contractor does not have an approved WPQR technology with a scope of application consistent with the assigned welding order, they must immediately initiate the procedure to obtain it from an authorized entity. This will ensure that the necessary qualifications are obtained before the assigned welding work begins.

4.6. Scope of weld quality control

Weld quality inspection is required for all commissioned welded structures, in accordance with the scope specified in the project's technical documentation and standards.

Unless otherwise specified, the following weld quality inspection scopes are assumed:

- a) Visual test (VT): 100% of the length of all welds
- b) Penetration test (PT): all welds designated for PT testing (marked on the documentation) on the first and second completed structure. If the test results are positive, the next test should be performed on every 10th completed structure (with a positive result) and on the last completed structure from an order.

Unless otherwise specified, the acceptance criterion for welds is assumed to be quality level C in accordance with the PN-EN ISO 5817 or PN-EN ISO 10042 standards.

4.7. Identification and traceability

The subcontractor must ensure full identification and traceability of welded structures by implementing appropriate procedures and systems that enable the tracking of individual structural elements at every stage of production. As part of this system, the subcontractor must maintain records (production cards) for each order documenting:

- a) welding processes
- b) base and consumable materials used (references to certifications)
- c) details of the welders performing the work on the given order
- d) NDT weld test results and reports

Records must be archived in a systematic and easily retrievable manner.

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Each manufactured structure must be permanently marked according to instruction no. OPL-025 (template is attached as Appendix 2) and additionally have an individual welder's number stamped on it.

4.8. Delivery documents

The subcontractor is obligated to provide documents confirming the delivery's compliance with quality, technical, and legal requirements, constituting quality acceptance documentation. Below is a list of standard documents that must be provided by the subcontractor:

- a) Quality certificate (template provided in Appendix 2).
- b) Copies of material certificates for the basic and additional materials used to complete the order (certificate type 3.1 or 3.2 required in accordance with the PN-EN 10204 standard).
- c) NDT – VT test reports.
- d) NDT – PT test reports (if required)
- e) Measurement reports (if required).

Documents must be delivered, no later than upon shipment of the goods to SCANCLIMBER Sp. z o.o., in electronic form (PDF files) to the following email address: kategorii-dostaw.scpl@alimakgroup.com. The email subject line should include the order number (last 4 digits). If the delivery is made in part from the same order, a set of acceptance documents should be prepared for each separate delivery and sent via email, with the last 4 digits of the order followed by the next delivery number in the subject line (e.g., 3281/1).

5. Audits

SCANCLIMBER Sp. z o.o. reserves the right to inspect commissioned welding work at every stage of cooperation in order to minimize the risk of non-compliance. These activities can be carried out using:

- a) Preliminary audits (assessment of the subcontractor's technical, organizational and quality capabilities before starting cooperation).
- b) Supervision audits (assessment of compliance of work performed during the execution of the order, provided that these activities may be performed continuously, periodically or at key stages of the order execution).

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Following the audit, a report is prepared, including recommendations for cooperation or necessary corrective actions.

If non-compliances are identified during the audits, SCANCLIMBER Sp. z o.o. has the right to suspend further work until the identified non-compliances are remedied, while the subcontractor is immediately obligated to develop and implement corrective and preventive actions.

6. List of attachments

6.1. Appendix No. 1 – Marking Instructions

SCANCLIMBER®
by Tractel®

One Point Lesson - Szkolenie Jednotematyczne

SYSTEM ZARZĄDZANIA JAKOŚCIĄ

Nr:	Wzrost:	Proces:	Wydal:	Zatwierdził:	Strona:	Wersja:	Data wydania:	Data weryfikacji:
OPL-025 NJ-012	Production	RULES FOR THE LABELING OF PRODUCTS	Hubert Suchorski	Aleksandra Kachniarz Goździewicz	1 / 1	3 ang)	25.09.2025	25.09.2025

RULES FOR THE LABELING OF PRODUCTS MANUFACTURED BY SCANCLIMBER CONSTITUTING SALES COMPONENTS

SCP

COD

SCP23E
9789

↑

Supplier mark / Year of production expressed by the last two digits of the year / Month of production expressed by a capital letter of the alphabet

Production order number or order number (last 4 digits)

↑

Production order number – subsequent unit of the product

↑

NOTES :

- The term "Sales Component" means a finished product or a spare part that does not have a nameplate or individual feature and constitutes an item of sale.
- The SCP symbol denotes a product manufactured by Scanclimber Sp. z o.o. In the case of subcontracting, each supplier must have an individual symbol approved by Scanclimber Sp. z o.o.
- The height of letters and numbers in the code must be at least 5 mm on a machined surface and at least 6 mm on a raw surface.
- The location of code marking must comply with the product's design documentation.
- Next to the marking code, permanent individual identifiers (stamps) must be applied: that of the quality control inspector and the welder performing the welding (for welded products).
- In the case of special customer requirements, it may be necessary to identify subsequent units of the product. In such a case, the marking code is presented as follows:

SCP23E
9789 - 017

Production order number – subsequent unit of the product

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6.2. Appendix No. 2 – "Quality Certificate" Form

Manufacturer's stamp

Certificate of Quality No.

Order number:

Based on the inspection carried out, the manufacturer certifies that the product:

Drawing No.: Quantity:

Marked on the product with the number

Has been manufactured in accordance with the referenced construction drawing.

The materials used for its manufacture comply with those specified in the construction documentation and are listed below

No.	Material	Certificate/Batch No.	Manufacturer	Part/Component No
1.				
2.				
3.				
4.				
5.				

The Manufacturer hereby declares and warrants that all welding operations have been performed in full compliance with the requirements specified in document No. WS-01: "SCANCLIMBER Sp. z o.o. Requirements for Subcontractors of Welded Components and Welding Services." Should material certificates for base materials and welding consumables not be enclosed with this document, the Manufacturer undertakes to provide such certificates immediately upon the Purchaser's request.

Attachment:

- | | | | |
|-------------------------|--------------------------|---------------------|--------------------------|
| - Material Certificates | ☐ | - Measurement Sheet | ☐ |
| - VT Report | ☐ | - PT/MT Report | ☐ |
| - Welding Log | ☐ | - Others: | ☐ |

.....
Issue Date

.....
Stamp and signature of the person authorized by the manufacturer

Confirmation of delivery acceptance by Scanclimber Quality Department

.....
Date

.....
Signature

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