Company Information

Supplier Company Name	**PETKİM PETROKİMYA HOLDİNG A.Ş**
Supplier Company Address	**Siteler Mahallesi Necmettin Giritlioğlu Cad. SOCAR Türkiye Aliağa Yönetim Binası No 6/1 Aliağa-İzmir/Türkiye**
TAX Number	**7290012773- HASAN TAHSİN**
Banking Information	https://www.petkim.com.tr/assets/uploads/Petkim_Banka_Hesap_Numaralar%C4%B1.pdf **Please find the information via link**
Telephone/Fax E-mail	**+90 (232) 616 12 40 (8 Hat) - 616 32 40 (10 Hat) / +90 (232) 616 12 48 - 616 14 39 - 616 24 90**

1. BUSINESS PRINCIPLES	YES	NO	N/A	Comment
Can you confirm that you will not use bribery, directly or indirectly, or offer improper ad- vantages for business or financial gain?	YES			
Do you perform training on Ethics?	YES			
Is the training documented?	YES			
Do you have a Hotline/Contact employees can use in case of ethical issues?	YES			

2. INSURANCE	YES	NO	N/A	Comment
Do you have a contract with an insurance company to cover the risks due to the product?	YES			**Product liability insurance subject to policy terms and conditions.**

3. QUALITY ASSESSMENT			
1. CERTIFICATION			
Certificate	**YES/NO**	**Certificate No**	**Certified by**
ISO 9001	YES	TR011109	According to ISO 9001:2015 Standards, certified by Bureau Veritas https://app.socar.com.tr/QDMSFiles/File.ashx?fn=IQM-EXT-001&l=tr
ISO 14001	YES	TR011111	According to ISO 14001:2015 Standards, certified by Bureau Veritas
ISO 18001/45001	YES	TR011113	According to ISO 45001:2018 Standards, certified by Bureau Veritas https://app.socar.com.tr/QDMSFiles/File.ashx?fn=IQM-EXT-003&l=tr
ISO 10002	YES	TR011115	According to ISO 10002:2018 Standards, certified by Bureau Veritas https://app.socar.com.tr/QDMSFiles/File.ashx?fn=IQM-EXT-006&l=tr

ISO 22000	NO		
BRC Global	NO		
AIB	NO		
HACCP	NO		
OTHER	GMP		

4. QUALITY MANAGEMENT SYSTEM	YES	NO	N/A	Comment
Do you have a Quality Management System?	YES			
Does the company have a policy on Quality?	YES			
Are all procedures documented and approved?	YES			
Are there change control procedures in place?	YES			
Are customers informed in case of business-relevant changes?	YES			**Relevant business unit prepares announcement text and planning team announces via e-mail or customer information system**
Are QM/QC responsibilities well defined and independent of production?	YES			
Do you assign shelf life for all materials?	YES			**TDS https://www.petkim.com.tr/urunler**
Are reference samples retained?	YES			
Is there a self-audit program?	YES			
4.1 Traceability				
Can you trace the history of the finished product regarding raw materials used, composition, processing parameters, analytical results, etc.?	YES			
Regarding downstream traceability, are you able to find				
• All customer sites delivered?	YES			
• Quantity delivered?	YES			

	YES	NO	N/A	Comment
• Date of deliveries?	YES			

4.3 Internal Audits

	YES	NO	N/A	Comment
Are documented internal audits regularly performed?	YES			
Do you organise formal management reviews?	YES			

4.4 Supplier Audits

	YES	NO	N/A	Comment
Do you monitor the performance of your suppliers?	YES			**for suppliers with orders over a predetermined value, performance evaluation is conducted on order basis, after the deliveries under the relevant order is completed.**
Do you audit your suppliers?	YES			**audit is conducted on requirement basis for contractors performing service in our site.**

4.5 Customer Complaint Management System

	YES	NO	N/A	Comment
Do you have a customer complaint management system?	YES			**ISO 10002**
Are management and responsible functions informed about each complaint?	YES			
Is the customer updated on the status of the complaint investigation?	YES			

4.6 Training

	YES	NO	N/A	Comment
Is there a documented training program?	YES			
Do you have an annual training program on quality?	YES			
Do you have training for your temporary employees?	YES			

5.QUALITY CONTROL	**YES**	**NO**	**N/A**	**Comment**

5.1 Documentation and Procedures

	YES	NO	N/A	Comment
Do you have a release procedure for products?		NO		

	YES	NO	N/A	Comment
Is each parameter of the specification tested on each batch?	YES			
Is this visible in the Certificate of Analysis?	YES			
Are all analytical methods and standard procedures in a written form?	YES			
Are retained samples kept for all batches? If yes, how long are samples kept?	YES			**6 Months**
Are reference substances (standards) checked on a regular basis?	YES			
Do you use services of other QC laboratories / contract laboratories? If yes, please specifiy:		NO		
Are Certificates of Analysis issued by Quality Control?	YES			

5.2 Specifications / Test Methods / Heavy Metals / Chemical Element

	YES	NO	N/A	Comment
Are specifications of the products available?	YES			
Are test methods in conformance with the specifications available?	YES			
Do you have test methods for impurities?	YES			
Do you monitor the content of heavy metals / chemical elements?	YES			

6. PRODUCTION AREA	**YES**	**NO**	**N/A**	**Comment**

6.1 Personnel in Production Area

	YES	NO	N/A	Comment
Is access to the site controlled?	YES			
Do you provide protective clothing?	YES			

Is it forbidden to smoke in production area and warehouses?	**YES**			
Is it forbidden to eat in production area and warehouses?	**YES**			
Are employees instructed to report safety conditions that might contaminate product, raw materials or packaging?	**YES**			

6.2 Manufacturing processes

Which manufacturing processes are performed at site				
▪ Manufacture	**YES**			
▪ Packaging	**YES**			
▪ Storage	**YES**			
▪ Quality control	**YES**			

6.3 Batch Production Records

How long are batch related documents archived?	**YES**			**endless**
Are specifications for all raw materials available?	**YES**			
Are raw materials of animal origin processed or present at plant?		**NO**		
Are genetically modified materials processed or present at plant?		**NO**		
Are all containers of raw materials identified before use?	**YES**			
Is each production step documented?	**YES**			
Are sampling procedures documented?	**YES**			
Is a production flow diagram available?	**YES**			

Production process (batch / continuous):	YES			**continuous**
Is batch traceability assured?	YES			
Is the manufacturing date and date of minimum durability indicated on the product label?	YES			**manufacturing date is ok but date of minimum durability indicated in TDS**

6.4 Facilities

Is cross contamination avoided?	YES			
Are production facilities routinely maintained and is this documented?	YES			
Is the calibration status of quality-relevant equipment, including scales, documented?	YES			

6.5 Protection against foreign bodies

Do you evaluate risks due to foreign bodies (glass, metal, insects, plastics, stone, paper, wood, hair)?	YES			
Is personnel aware of this issue?	YES			
Are hazardous materials manufactured at the site?	YES			

6.6 Irradiation / Sterilization

Have your products been irradiated / sterilized?		NO		

6.7 Water Usage

Is a specification of the water used available?	YES			
Is a water monitoring programme established?	YES			

6.8 Production and Process Control

Previous processed batch: documented at the production line?	YES			
Are failures in the production process documented?	YES			

6.9 Labels

Is a written instruction for labelling available?	YES			

	YES	NO	N/A	Comment
Are labels controlled / verified?	YES			
Do you destroy left over labels?	YES			
Product labels contain the following information				
▪ Material and type	YES			
▪ Manufacturer	YES			
▪ Lot / batch number	YES			
▪ Net weight		NO		**standart bag filling and palletizing with various weight controls**
▪ Storage conditions	YES			
Do you have a pest control plan?	YES			
7. PRODUCT STEWARDSHIP MATTERS	**YES**	**NO**	**N/A**	**Comment**

7.1 Issuance of Safety Data Sheets

	YES	NO	N/A	Comment
Do you issue Safety Data Sheet (SDS) for each product manufactured and placed on the market?	YES			
For international market, are the SDSs issued in accordance with the Annex II to REACH Regulation (EC) No 1907/2006 amended by Regulation (EU) 2020/878?	YES			Up-to-date Safety Data Sheets (SDSs) can be obtained at the website by selecting the relevant product:
For domestic market, are the SDSs issued in accordance with the Annex II to KKDIK Regulation published in the Official Journal numbered 30105 on June 23, 2017?	YES			
For international market, are your SDSs in compliance with the EU CLP Regulation (EC) No. 1272/2008?	YES			**For SDSs in the Turkish language:** https://www.petkim.com.tr/sds
For domestic market, are your SDSs in compliance with the TR SEA Regulation published in the Official Journal numbered 28848 on December 11, 2013 amended by Regulation numbered 31330 on December 10, 2020?	YES			**For SDSs in the English language:** https://www.petkim.com.tr/sds-en

Do you review Safety Data Sheets (SDSs) periodically?	**YES**			**For any further questions regarding to SDSs:**
Do you send updated SDSs to your customers in case there are significant changes in the documents for hazardous chemicals?	**YES**			Please, contact via mail sds@socar.com.tr
Do you monitor regulation changes to be able to issue SDSs in compliance with latest regulation developments?	**YES**			
7.2 REACH Compliance				
Do you meet the requirements of EU REACH Regulation (EC) 1907 / 2006 for each product manufactured and exported to the European Economic Area (EEA)?	**YES**			You are kindly requested to contact your PETKIM sales representative(s) firstly for your information and document requests regarding the subjects covered by the EU REACH Regulation
Do you meet the requirements of EU CLP Regulation (EC) 1272 / 2008 for each product manufactured and exported to the European Economic Area (EEA)?	**YES**			
Have you appointed an Only Representative (OR) according to article 8 of the EU REACH Regulation due to the fact that you are a non-EEA company?	**YES**			
Have you registered all your substances which require registration on their own or in a mixture within the scope of the EU REACH Regulation?	**YES**			
Do you issue certificates regarding the subjects (SVHC, Registration, OR etc.) covered by the EU REACH Regulation for each product manufactured and exported to the European Economic Area (EEA)?	**YES**			
Do you update certificates regarding the EU REACH Regulation in case there are changes?	**YES**			You are kindly requested to contact your PETKIM sales representative(s) firstly for your information and document requests regarding the subjects covered by the EU REACH Regulation
Do you monitor regulation changes to be able to full compliance with latest EU REACH regulation developments?	**YES**			
7.3 Monitoring of Products' Regulatory Compliance Status				
Do you monitor regulatory developments to be able to assess products' compliance with these?	**YES**			
Do you send updates of regulatory compliance declarations to your customers?	**YES**			
7.4 Special Requirements for Food Applications				

Do you issue Certificates for Food Contact Materials?	YES			

7.5 Allergen Information

Is a contamination with any allergens, inclusive of allergens subject of Regulation (EU) 1169/2011, possible?		NO		
Is cross-contamination with allergens possible?		NO		

7.6 BSE/TSE - GMO Information

Do your products contain BSE/TSE materials?		NO		
Is cross-contamination with BSE/TSE material possible?		NO		
Do your products contain GMO materials?		NO		
Is cross-contamination with GMO materials possible?		NO		

8. PACKAGING MATERIALS	**YES**	**NO**	**N/A**	**Comment**
8.1 Package Sizes / Type/ Weight / Pallets				
Are containers / closures / packaging components specified?	YES			
Types of packaging materials used:	YES			**FFS BB Shrink pallet etc**
Does primary packaging material used for food/food contact, e. g. PE bags, meet food law requirements?	YES			
Do you control the weight of packaging? If yes, please describe:	YES			**weight is controlled by check weigher system**
Do you use wooden pallets? If yes, please describe:	YES			**It is used in export packaging. This situation may change according to wood and plastic raw material market conditions**
9. SUPPLY CHAIN / WAREHOUSE AND TRANSPORT	**YES**	**NO**	**N/A**	**Comment**

Question	Answer		Notes
Is there a documented procedure for the qualification and approval of suppliers of raw materials?	YES		
Are all raw materials purchased from approved suppliers?	YES		
Do you monitor the performance of your suppliers?	YES		
Do you audit your suppliers?	YES		**Contractors who perform work in Socar Aliaga site are subject to audit**
Do you have specifications for your raw materials?	YES		
Is a plan for sampling and testing in place?	YES		**The samples are taken by the authorized inspector company and analyzed in our laboratory**
Are incoming materials checked before use or is conformity with specifications assured by certificates of analysis?	YES		**It depends on raw materials**

9.1 Bioterrorism Act

Question		Answer	Notes
Are you registered with FDA under Bioterrorism Act? If yes, please indicate Registration Number:		NO	

9.2 Safety in Storage Area

Question	Answer		Notes
Is there controlled access to the whole site?	YES		**Petkim is a private security zone and entrances and exits are subject to approval. In addition, the entrances of the warehouses are monitored by camera systems.**
Assurance of different product status (e. g. quarantine / released / rejected) by means of			
▪ Labelling	YES		**labeling available from production**
▪ IT system, barcode	YES		**SAP WM Barcode integration available with outsourcing software los**
▪ Defined storage areas	YES		**Sap WM**
Is there a First-In-First-Out system in use?	YES		**with batch tracking**

9.3 Transport

Question	Answer		Notes
Do you have procedures for inspecting the equipment before loading (regarding cleanliness, absence of odor, etc.)	YES		
Do you keep records of these checks?	YES		

	YES			
Do you also use bulk tanks?	YES			
Before loading of bulk tanks, do you verify:				
▪ Condition of the tank and equipment	YES			
▪ Conformity of cleaning certificate and the kind of product carried previously	YES			
▪ Are results of these controls recorded	YES			

10. ENVIRONMENT, HEALTH AND SAFETY (EHS)	YES	NO	N/A	Comment
Do you have an Environmental Management System? If yes, according to which Standard:	YES			**ISO 14001**
Do you have a defined policy and measurable goals related to EHS matters?	YES			
Has the site been audited and assessed with regard to environmental performance, im- pact and compliance?	YES			
Is the efficiency of these action plans periodically and formally reviewed by Management?	YES			
Do you have someone in charge for Environment, Health and Safety?	YES			
Have the latest inspections by authorities shown any cases of non-conformity? If yes, which corrective actions have been taken?		NO		
Do you have a formal environmental crisis management?	YES			
Are employees trained on EHS matters on an annual basis?	YES			

10.1 Sustainability

	YES			
Which type of emissions do you have?	YES			**Emissions originating from combustion or processes occur in our facilities. On-line and in-house monitoring of these emission sources is carried out within the scope of the relevant legislation**

	YES	NO	N/A	Comment
Have you implemented measures for the reduction of CO_2? If yes, please describe				**Please find the more information via link https://www.petkim.com.tr/surdurulebilirlik-yaklasimimiz**
Have you implemented energy efficiency measures / energy saving measures? If yes, please describe				**https://www.petkim.com.tr/surdurulebilirlik-yaklasimimiz**
Have you introduced measures for the reduction of waste water?				**https://www.petkim.com.tr/surdurulebilirlik-yaklasimimiz**
11. ENERGY MANAGEMENT	**YES**	**NO**	**N/A**	**Comment**
Do you have an Energy Management System? If yes, according to which Standard:	**YES**			**ISO-50001: 2018**
Are employees trained annually on the efficient use of energy? If yes, please describe	**YES**			**Routine in-house awareness trainings organized by Energy Management and Quality Management Systems Departments. Certificated energy management trainings organized by Ministry of Energy.**
Do you have specified efficiency requirements for existing and new machines and equip- ment?	**YES**			
Do you use renewable energy?	**YES**			
Do you produce your own electricity/heating by means of renewable energies and/or com- bined heat and power system?	**YES**			
12. OCCUPATIONAL HEALTH AND SAFETY	**YES**	**NO**	**N/A**	**Comment**
Do you have an Occupational Health and Safety Management System? If yes, according to which	**YES**			**Management systems including ISO 45001 Occupational Health and Safety Management System and ISO 14001 Environmental Management System, which covers OHS-E activities in SOCAR Turkey group companies, are carried out under the Integrated Management System.**
Are employees trained annually with regard to occupational health and safety? If yes, please describe	**YES**			**Appropriate training calendars and matrices have been prepared in order to ensure that each position-specific and mandatory OHS-E training is carried out. Realization of OHS-E training plans; It is evaluated within the framework of OHS-E objectives and site-**

				specific OHS-E training matrices. Trainings; It has been prepared in the form of face-to-face, online or video training, depending on the needs, in order to enable visitors, contractors and employees to reach them more effectively and efficiently.
Do you consider exchange of hazardous materials with ones that are less or non- hazardous and less environmentally damaging?		YES		Located on the Refinery and Petrochemical Business Unit campus of our company in Aliağa, the R&D center realizes innovative products and technologies in the field of R&D and innovation with a total of 6 laboratories, 400 square meters of pilot facilities and offices. Our company's fields of activity include catalyst research, green chemistry, sustainable, clean and efficient energy, value-added products, new application areas and product development, product improvement, digital transformation, efficiency of production processes and environmental solutions.
Does this include raw materials as well as finished products?		YES		Located on the Refinery and Petrochemical Business Unit campus of our company in Aliağa, the R&D center realizes innovative products and technologies in the field of R&D and innovation with a total of 6 laboratories, 400 square meters of pilot facilities and offices. Our company's fields of activity include catalyst research, green chemistry, sustainable, clean and efficient energy, value-added products, new application areas and product development, product improvement, digital transformation, efficiency of production processes and environmental solutions.
Do you record the following events?				
▪ Fatality		YES		In Socar Turkey Group companies, all accidents are recorded, root cause analysis is performed and reported.The OHS-E Performance of SOCAR Turkey subsidiaries is monitored in line with the Performance Monitoring and Development principle, which is one of the 16 basic principles of the SAFE OHS-E Management System, which was established to achieve the objectives specified in SOCAR Turkey's OHS-E Policy.
▪ LTI (lost time injury)		YES		
▪ MTC (medical treatment case)		YES		
▪ FAC (first aid case)		YES		
▪ Near Miss		YES		
▪ Unsafe acts / unsafe conditions		YES		
▪ Road traffic accident		YES		

Do you have an accident / incident investigation and reporting procedure?	YES			All requirements envisaged in SOCAR Turkey group companies regarding the investigation of OHS-E and operational incidents have been put forward.
Do you analyse root causes or causal tree analysis?	YES			SAFE, SOCAR's OHS-E Management System, requires that all incidents, including near misses, be reported, recorded and analyzed regarding their root causes.
Are recommendations resulting from investigations translated into action plans?	YES			Root cause analysis of all HSE incidents is performed in Socar Turkey group companies and action plans are created as a result of this analysis. Actions are assigned to the relevant people through the system and these actions are followed up in line with the deadlines.

13.TYPE OF PRODUCTS MANUFACTURED	YES	NO	N/A	Comment
Describe the types of products manufactured or packaged in the plant?				**On website avaliable**
https://www.petkim.com.tr/urunler				

- For only production for polymer grades : LDPE, HDPE,PP,PVC factories.

14.PRODUCT SAFETY	YES	NO	N/A	Comment
Are all levels of responsibility and accountability clearly defined for key staff involved with product safety, legality and quality systems?	YES			
Are internal audit systems in place to ensure procedures, which are critical to product safety, legality and quality are in place, appropriate and complied with?	YES			
Do specifications exist for all raw materials, semi and finished product?	YES			
Do you record inspection and testing data?	YES			
15. FOOD SAFETY	**YES**	**NO**	**N/A**	**Comment**
Are HACCP plans and Flow Process documents in place?		NO		**GMP rules are applied in accordance with 2023/2006/EC**
Have all Critical Control Points (CCP's) and limits been established and are systems in place to monitor and control the CCP's?	YES			
Is effective corrective action taken when monitoring indicates that a particular CCP is not under control?	YES			
Are traceability systems in place which ensure that all 'In Progress' materials can be traced back to raw material supply at all stages during manufacture, storage, dispatch and, where appropriate, distribution to the customer.	YES			

	YES	NO	N/A	Comment
Does the Company have an effective product recall procedures and systems in place for all products?	YES			
Do you have a breakage procedure?	YES		N/A	
Is glass / hard clear plastic auditing carried out?	YES		N/A	
Are written cleaning schedules in place for all areas?	YES			
Is the production site and warehouse covered by a pest control contractor?	YES			
16. FACTORY STRUCTURE	**YES**	**NO**	**N/A**	**Comment**
Are all wall and ceilings surfaces smooth and easily cleaned?	YES			
Are windows sealed or covered with a fly screen?	YES			
Is the production area free from glass? (windows and all lights should be covered)	YES			
Do you have any risk of metal contamination? If so please give details.	YES	NO		**Metal detection**
17. PERSONAL HYGIENE	**YES**	**NO**	**N/A**	**Comment**
Are hygiene rules available to all staff? Please give details	YES			**GMP rules**
Do personnel undergo Basic Food Hygiene training?	YES			**GMP Trainees**
Do you control the protective clothing worn in the factory?			N/A	
Are head coverings worn in production areas?			N/A	
Are jewelry and personal items allowed in the production area?			N/A	
Do locker systems segregate personal effects from work clothes?	YES			
Is eating allowed in the production area?		NO		
Are medical screening procedures in place for all employees, visitors and contractors, who will be working in areas where product safety could be compromised?	YES			