

Management Manual

Sartorius Lab Instruments GmbH & Co. KG



Sartorius Group

The Sartorius Group is a leading international partner of life science research and the biopharmaceutical industry. With innovative laboratory instruments and consumables, the Group's Lab Products & Services Division concentrates on serving the needs of laboratories performing research and quality control at pharma and biopharma companies and those of academic research institutes. The Bioprocess Solutions Division with its broad product portfolio focusing on single-use solutions helps customers to manufacture biotech medications and vaccines safely and efficiently. The Group has been annually growing by double digits on average and has been regularly expanding its portfolio by acquisitions of complementary technologies. In fiscal 2021, the company earned sales revenue of some 3.45 billion euros. At the end of 2021, nearly 14,000 people were employed at the Group's approximately 60 manufacturing and sales sites, serving customers around the globe.

Sartorius Executive Board

Chief Executive
Officer

Chief Financial
Officer

Head of BPS
Division

Head of LPS
Division

Sartorius Lab Instruments GmbH & Co.KG

The core competence of Sartorius Lab Instruments GmbH & Co.KG with 800 employees is weighing technology. High-precision laboratory balances have been manufactured here since 1870. Ultrapure water systems and moisture analyzers round off the range of products. Its expertise includes research and development, production, sales, service and an accredited calibration laboratory. Following the overriding quality policy of Sartorius and under certified compliance with the ISO 9001 and ISO 17025 quality standards and the ISO 14001 environmental management standard, Sartorius Lab Instruments GmbH & Co. KG strives to achieve maximum customer satisfaction, meet industry expectations and comply with legal regulations. The focus here is on continuous improvement and innovative further development of processes and products.

Sartorius Lab Instruments GmbH&Co.KG

Sales

Service

Product
Development

Operations

Supply Chain
Management

Product
Management

Performance
& Project
Management

Quality

SARTORIUS



Sustainability



Openness

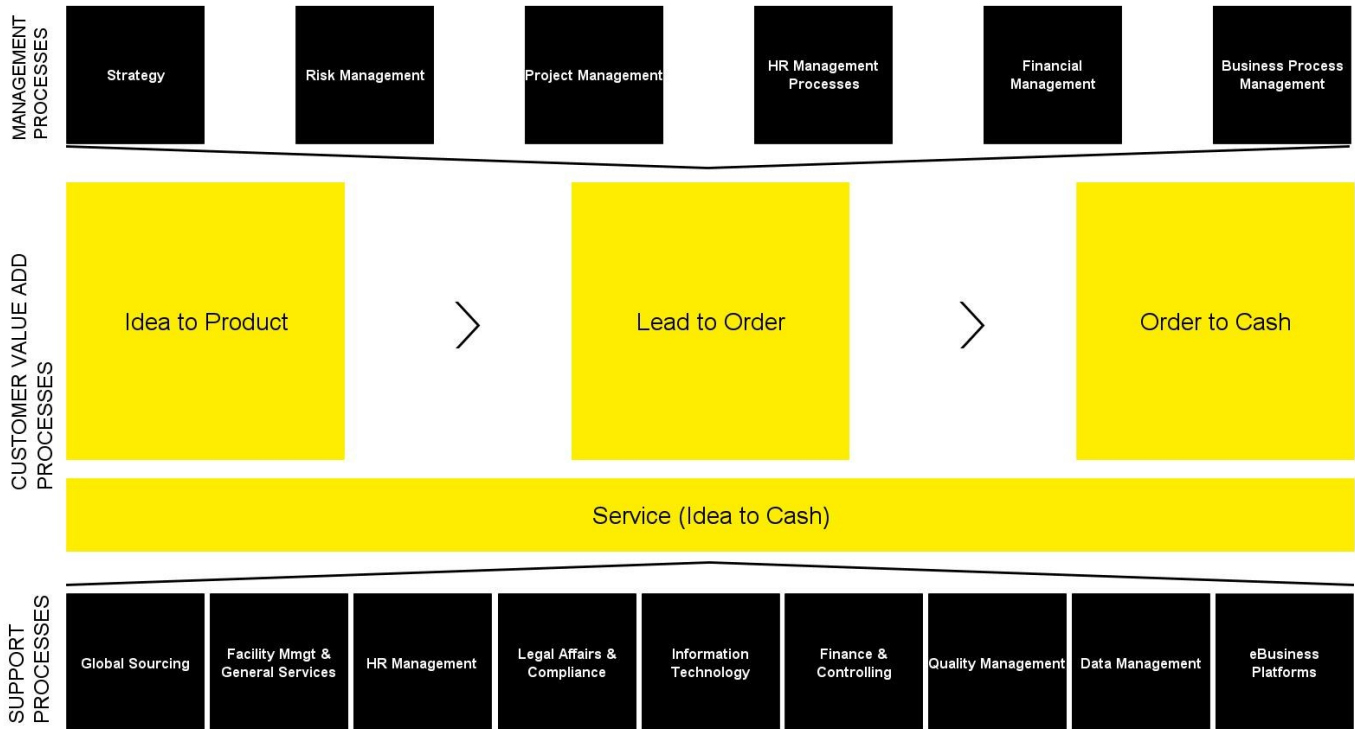


Enjoyment

SARTORIUS

Process Landscape

Key processes of our organization in relation to each other are shown in the process map below.



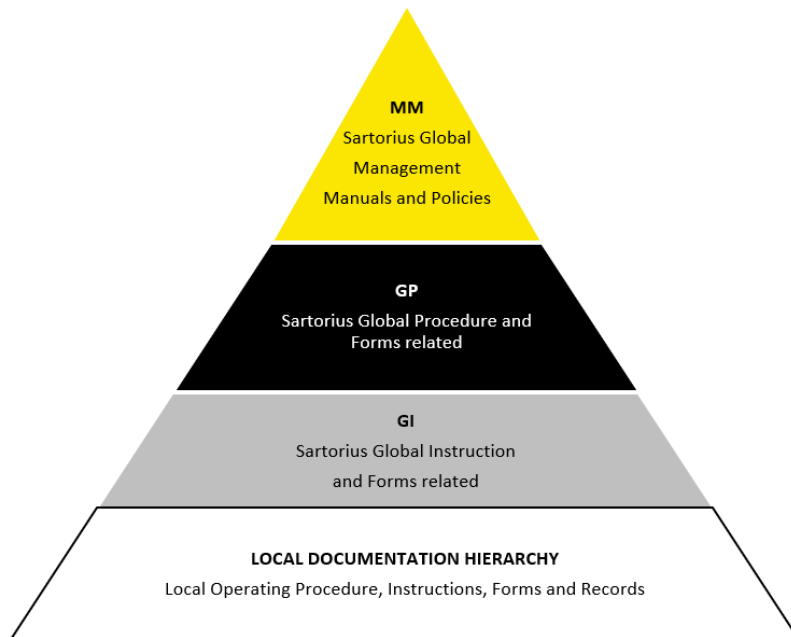
Awarded Supply Chain

In the Factory of the Year 2018 competition organized annually by the business newspaper Produktion and the international management consultants A.T. Kearney, the Sartorius production building for laboratory instruments in Goettingen, Germany, won the GEO Award - Global Excellence in Operations. The production chain was judged on the basis of performance dimensions such as

customer satisfaction, quality or innovation, which in turn included several evaluation criteria, including cost management, resource efficiency and customer orientation. In the approximately 25,000 square meter building, some 450 employees manufacture laboratory equipment such as balances, ultrapure water systems and moisture analyzers.



Document Structure



Management Manuals (MM) are a summary of management systems and processes which are high level information.

Global Procedures (GP) are documents which describe responsibilities and general guidelines / rules for performing an activity or a process.

Global Instructions (GI) are documents which describe the specific requirements to be followed when executing a task.

Local Documentation includes local Operating and Standard Operating Procedures as well as Forms and Records.

The manual and instructions are available to all employees in the business process database. Detailed work instructions (SOPs) are managed in the central portal for work instructions.

Declaration of Commitment

The management of Sartorius Lab Instruments GmbH & Co. KG hereby confirms the management system that has been introduced and implements it in conjunction with all documents resulting from it.

The management system meets the requirements of DIN EN ISO 9001, 17025 and 14001.

The management provides the necessary information, material and human resources for the implementation and continuous improvement of the management system.

The procedures laid down in the management documentation shall be binding on all employees.

We commit ourselves and our employees to continuous improvement.

Goettingen, May 2022

Mario Hespe
for the management of the Sartorius Lab Instruments GmbH & Co. KG

Contact

Sartorius Lab Instruments GmbH & Co.KG
Otto-Brenner-Straße 20
37079 Goettingen

Telefon +49.551.308.0
Fax +49.551.308.3289
www.sartorius.com