

**Rev.1**

## **Business Continuity Plan (BCP) for SFF Group Companies**

The purpose of the plan is to ensure to continue the day-to-day operation in an event of a disaster or emergency.

### **1. Identification of Key Personnel – SFF Norway**

- Mr. Tore Christiansen, CEO
  - Cell: +47 90639584
  - E-mail: [tc@sffgroup.com](mailto:tc@sffgroup.com)
- Mr. Boye Christiansen, Managing Director
  - Cell: +47 99576600
  - E-mail: [bc@sffgroup.com](mailto:bc@sffgroup.com)
- Mr. Karl Petter Aarthun, Project Director
  - Cell: +47 90998528
  - E-mail: [kpa@sffgroup.com](mailto:kpa@sffgroup.com)

### **2. Identification of Key Personnel – SFF Branch Offices**

- Mr. Andy Christie, Managing Director SFF (UK) Scotland
  - Cell: +44 7508475733
  - E-mail: [ac@sffgroup.com](mailto:ac@sffgroup.com)
  - Back-up contact person for SFF (UK) Aberdeen is Morten Rene Tandrevoll.
- Mr. Mark Standley, Managing Director SFF (UK) Norwich
  - Cell: +44 7904987898
  - E-mail: [ms@sffgroup.com](mailto:ms@sffgroup.com)
  - Back-up contact person for SFF (UK) Norwich is Morten Rene Tandrevoll.
- Mr. Benny Levison, Managing Director SFF Sweden
  - Cell: +46 708844229
  - E-mail: [bl@sffgroup.com](mailto:bl@sffgroup.com)
  - Back-up contact person for SFF Sweden is Thor Arne Fjeld.
- Mr. Claus Rønnpage Poulsen, Managing Director SFF Denmark
  - Cell: +45 22600204
  - E-mail: [crn@sffgroup.com](mailto:crn@sffgroup.com)
  - Back-up contact person for SFF Denmark is Thor Arne Fjeld.



- Mr. Sheldon Warren, Managing Director Canada Fittings & Flanges
  - Cell: +1 7096901914
  - E-mail: [sw@sffgroup.com](mailto:sw@sffgroup.com)
  - Back-up contact person for Canada Fittings & Flanges is Morten Rene Tandrevoll.
- Mr. Mingyu (Roger) Song, Managing Director KFF
  - Cell: + 82 10 3388 9901
  - E-mail: [mgs@sffgroup.com](mailto:mgs@sffgroup.com)
  - Back-up contact person for KFF is Karl Petter Aarthun.
- Mr. Fredrik Svendal, Managing Director SFF Singapore
  - Cell: +47 97641252
  - Cell: +65 94870754
  - E-mail: [fs@sffgroup.com](mailto:fs@sffgroup.com)
  - Back-up contact person for SFF Singapore is *Morten Rene Tandrevoll*.
- Mr. Steinar Arefjord, Branch Manager SFF Bergen
  - Cell: +47 99362409
  - E-mail: [sa@sffgroup.com](mailto:sa@sffgroup.com)
  - Back-up contact person for SFF Bergen is Thor Arne Fjeld.

**3. The following personnel have been set up with a home office in addition to Key Personnel:**

- Mr. Johan Fredrik Brandt
- Mr. Brynjar Undheim
- Mr. Thor Arne Fjeld
- Mr. *Morten Rene Tandrevoll*
- Mr. Jarle Pollestad
- Mr. Arnt Owe Tengesdal
- Mrs. Monica Oftedal
- Mrs. Elvira Agaeva

**4. Identification of External Help**

**4.1. IT- Rogaland IT AS**

Mr. Jonas Koll Lunde  
Cell: +47 48997900  
E-mail: [Jonas@rogaland-it.no](mailto:Jonas@rogaland-it.no)

**4.2. Bankers – Danske Bank AS**

Mr. Svein Terje Høiland  
Cell: +47 91844001  
E-mail: [svein.t.hoiland@danskebank.no](mailto:svein.t.hoiland@danskebank.no)

**4.3. Auditor – Deloitte AS**

Mr. Bengt Eriksen  
Cell: +47 48077311  
E-mail: [beriksen@deloitte.no](mailto:beriksen@deloitte.no)



**5. Critical Equipment**

The Computer system is heart of our operation and used by all offices within SFF Group. It is running 24/7 with an external complete back-up once every day. The back-up array is kept in another building than our operation to ensure a possibility to recover from a fire in the main office. All our servers are industry specified servers and are running on industry standard software.

The servers have a redundant set-up to prohibit failure if one server should malfunction. The system is backed-up with an UPS battery back-up system in case of power failure. We have no critical printers, all are industry standard and easy to replace.

**6. Critical Papers**

All critical papers, i.e. articles of incorporation, Banking information, leases etc. is scanned and copied to our server, a hard copy is kept by our auditors.

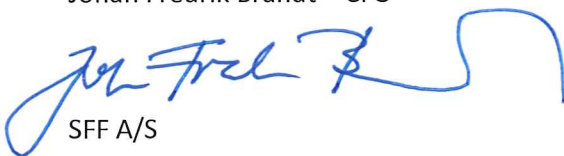
**7. Contingency Location**

In the event of fire or other emergencies at head-office in Sandnes, Norway, the company has another location in Bergen, Norway, that will take over the day-to-day operation until temporary offices are leased for the staff in Sandnes.

For branch offices the day-to-day operations will be taken over by head-office in Sandnes, Norway, if such incidents should occur, or by another branch office depending on work load and type of work that needs to be performed.

All information and documentation is available on server and computer system throughout the SFF Group organization and branch offices.

Johan Fredrik Brandt – CFO



SFF A/S

Sandnes 22.08.2019

