

**PORGA Nr. 060606 „PURIS“**

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Rev.-Stand: 060616KS&gt;&gt;090309cim&gt;090417ks&gt;090424cs&gt;091008ks&gt;100709ks

s.a. [PORGA 880818 Information Series](#); 901001-P-Rules; 951213-DOCORG; 901001 Porgas;[CI 051002 ROLPE](#); PM 04076 Norman; PM-06058- Leadership Manual**Titel: Putzmeister Regular Info Series (PURIS)**

**Kernaussage:** This PURIS Porga shall help to ensure the transfer of regular PM information issues as essential company knowledge and part of PM knowledge management - to build competence following in special PWB, COPHY, Mission Statements, PM Divisions, especially PM Academy. It includes PORGAS and CI's etc. VM's are further specified in PORGA 880818 This also relates to ROLPE CI 051002).

**Verantwortlicher PM Vorstand responsible for Organisation and Information**

Diese Fassung ersetzt PORGA: Ausgabe: OHA-Zuordnung nach KS 65506: <b>PFS: 9.2</b> <b>Übergeordnetes Projekt: UP 2069 + ???</b>	Genehmigt durch Vorstandssitzung vom:   Unterschrift Vorstand
<input type="checkbox"/> Vertrauliche PORGA <input type="checkbox"/> Muss-PORGA <input checked="" type="checkbox"/> Richtlinien-PORGA	Verfasser: K Schlecht ARV  Verfasser Unterschrift

Erstellt nach den Regeln der PORGA 901001

**Verteiler:**

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<b>NIEDERLASSUNGEN BRD</b> NL4/Kettwig NL8/Eching NL2/Nord PSN Berlin PSN Gera	A. Wehner E. Bachner M. Schuran A. Habermann O. Dix	<b>PRODUKTION/LOGISTIK</b> Sonderprojekte, Investitionen Techn. EK Int. Beschaffung Leitstand Logistikcenter Supply Management IT	H. Kraft B. Frenz M. Haller S. Walker G. Golker F. Kalmbach G. Keller / B. Bertsch
<b>TOTAL QUALITY MANAGEMENT</b> Personalentwicklung/ interne Seminare Kundenschulungen Qualitätsmanagement	B. Wolff H.-W. Schulz H. Neubauer	<b>FINANZEN/CONTROLLING/PERSONAL</b> Personal Finanzen/Bilanzierung Controlling Konzerncontrolling	D. Feldmann W. Reichert J. Singer T. Weber
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<b>RIPAF</b>			

Informieren Sie Ihre Mitarbeiter über den Inhalt dieser PORGA und ergänzen Sie gegebenenfalls die Stellenbeschreibung!  
Diese **Putzmeister-Organisationsanweisung** beschreibt bereichs- und abteilungsübergreifende Abläufe. Bitte achten Sie auf Vertraulichkeit wegen wertvollem organisatorischem Inhalt. Richtlinien für Erstellung in PORGA 901001 und UP 2011. (Verzeichnis: p:\alle\porga\901001m.doc)

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## 1 General

The purpose of this Porga (like an umbrella) for all PURIS = Putzmeister regular information series like our traditional Verkaufsmittelungen (VM), Personalmitteilungen (PM), Technische Mitteilungen usw. (see Porga [880818](#)) as far as it is not specialized in specific Porgas and RIPAF ([Kapitel 1.6.4](#) – siehe auch UP 2280-Informationswesen) is that this Porga gives Guidelines and policies for PM group-wide application and follow-up.

It is only one of the essential responsibilities of the whole leadership in Putzmeister and top managers to issue such information (see Betriebsnormen – PM Normen bei PM) but also to urge, to follow up and to update the existing earlier issues of those series like VM, PM, TM, AM, Porgas, etc.

In case modifications are necessary, persons who would like to add or change something should contact the earlier editor or the person who made the last two or three amendments. If this is not possible please put an appendix at the end (date 060711 by the person's abbreviation). This text should be inserted in the core issue as soon as possible. So long it is just an add up of the corresponding information to conserve the company knowledge and experiences for additional qualification and cost sales.

All this PURIS are stored in P/Alle at Putzmeister Lan Aichtal. Links are set there to the corresponding directories at PAF as far as accessible.

All Putzmeister affiliated or joint-venture companies should follow these practices of conserving company knowledge in a similar way as experienced at Putzmeister since 1962 when the first VM's have been issued.

For Putzmeister South Africa KS proposed in 2006 a series of sales information as PSI (see: P:\na\UP\2078\_PMSA\PSI) to each 30. December and 30. June the local PAR must send actual copies and information into our LAN. There we store them in the corresponding UP project for this subsidiary as shown with Putzmeister South Africa.

## 2 VM sales information series and comparable documents VM – PM – TM-AM – Produktblatt (product sheet) as specified in PORGA 080818 english

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## 3 CI corporate information

3.1 040316 KS introduced this new number index to separate top level confidential informations. Earlier such issues came in confidential versions as PM or VMs and were sometimes opened by normal company member on file P/alle/VM.

To those confidential CI-files only members of the executive and supervisory board and their secretaries have access on P/KS/pm-corp/CI.

All the CIs are listed in a separate CI-index (P/KS/pm-corp/CI/\_index-CI). Each CI is defined by a number composed by "CI" and the reversed date of origin, e.g. CI 040216 (Quo vadis PMM).

They are as usual regularly updated by the editor, which is marked on right to with reversed date and short sign of the editor.

For regular CIs each year the numbers YY0101 to YY0115 are reserved (see CI-index and CI 051002 ROLPE which lists up all regular periodical information which the Vorstand should issue).

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### Hinweis:

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### 3.2 Monthly Report PMH

The Monthly Report of PM Holding shall be distributed to all Managers of the PM subsidiaries and branch offices. They can forward this report to subordinated company members with the notice that it shall be treated as strictly confidential.

**Actual distribution list for "PMH Monatsbericht":****„PCT CEOs“:**

Bilgic, Ali (PTR)  
Milow, Andreas (PMRUS)  
Hropot, Andrej (PCM Goa)  
Adams, Dave (PMA)  
Nieto, José Antonio (PMIB)  
Saint-Paul, Olivier (PMF)  
Abel, Robert (PMI)  
Suzuki, Hiroshi (PMJ)  
Uhm, K.S. (PMK)  
Geysler, Ludwig (PMSA)  
Quier, Austin (PMUK)  
Zhang, Jinwang (PMS)

**“Niederlassungsleiter“:**

Bachner, Ernst (NL8)  
Dix, Norbert (NL Gera)  
Habermann, Arno (NL B)  
Pfeiler, Helmut (NL Frankfurt)  
Schuran, Max (NL 2)  
Wehner, Andreas (NL 4)

**„PMT CEOs/CFOs“**

Brinkmann, Stefan (Brinkmann)  
Prange, Waldemar (Brinkmann)  
Fiege, Gerhard (PMM)  
Grunder, Michel (PMM)  
Béhier, Jacques (Lancy)  
Megino, Carlos (PMM)  
Martens, Per (PM Dynajet DK)  
Riester, Silvia (Strobl)

Daniels, Albert Dr.-Ing. (Esser)  
Esser, Alexander (Esser)

Should the number or name of the recipients change, please modify directly the cluster. It is the master for the entry of the IT department.

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### 4 **Shareholder Document (SD)** see L:\KS\PRIMUS\int\SD

Shareholder Documents are internal informations which contain details about KS Real Estate Properties, Primus Real Estate Properties and Real Estate and general. KS - Shareholder documents serve, depending on whom they are given to, as information for our colleagues. They are

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not on LAN but on KS private and PRIMUS Server  
– see List in L:\KS\PRIMUS\int\SD\SD-070702-SD-Index

## 5 RD Research Documents

The RD's are information series or internal guidelines from the **Central Research Department** (CRD) (details see PM 07134). Their function is also to organise and to qualify the CR-Department

All the RDs are listed in a separate RD-index  
P:\na\\_CRD\RD\\_index\\_index-RD.xls or (P:\ALLE\\_CRD\RD\\_index-RD.xls).

Each RD is defined by a number composed by "RD" followed by the reversed date of origin, e.g. RD 070829 CPS).

They are as usual regularly updated by the editor, which is marked at the top right of the document with reversed date and short sign of the editor. (see PORGA 951213 "DOCORG")

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## 6 Extranet and Intranet

The editor of each issue or the responsible person for a certain series besides at each year's end or earlier to put some of those issues on the extranet. All those who are public not only concentrated for Putzmeister customers can go on the internet as well. Here we have a directory (bitte Pfad angeben).

In the extranet the path for issues is <http://extranet.pmw.de/> and in the intranet <http://pmonline/guidelines/default.asp>

to be further elaborated

Regular information are also part of ROLPE (CI 051002), as far as they are needed by the supervisory board or the Vorstand. Most of them, however, are not public – if so they can get a PM number or something similar.

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## 7. Confidentiality

Introduce codes for confidentiality and distribution as outlined in Porga 880818 (issuing of sales information).

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## 8. How to find certain issues

Please use the search engine or use the PM 06058 – Führungsmittelhandbuch – there we collect and list person – management – leadership related issues. Further certain issues can be found in the project in which they are developed. This purpose goes through the list of projects LAP (see: P:\ALLE\PROJEKTE\\_LAP\060228-LAP-Proj-alle.xls). When issuing such PURIS it is important that a link is set in the corresponding project in which they are evaluated and developed or to which they are related. These helps to find those issues easier.

Also see PM06048 LOM---Leadership Org Modules and PM **06058** (Führungsmittelhandbuch)

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## Selection list

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Each manager may issue sub-lists where he collects all those PURIS which are relevant and often used in his department. Such lists can also get a PM-Number or a similar ident number.

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