

CORPORATE IDENTITY MANUAL

Proper Use and Handling of the Hatteland Technology Corporate Identity

Corporate Identity Manual			
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Identity Manual

This identity manual describes the use of our logo and other graphic elements such as colors, fonts, and photos. In addition, the document provides practical information about how to write signatures, set up business cards, and guide in the use of slogans and keywords.

The identity manual cannot be static; the guidelines cannot just be set and 'checked out.' We as a company are constantly changing, creating new content, and developing new ideas, which will affect the design manual. However, new content and graphic elements must fit the same brand identity, whereas the manual must reflect changes.

The identity manual should reference the basic rules and the correct use of images and other elements. It gives examples of the correct (and incorrect) use of the brand, logo, and its components.

For more detailed information and explanations, contact our graphic designer.



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1. Hatteland Technology LOGO

The Hatteland Technology logo is our main branding element.

HATTELAND TECHNOLOGY

1.1 With or without the endorsement

an EMBRON Company #

The Hatteland Technology logo should be accompanied by the endorsement ('an EMBRON company) everywhere it is applicable. It is more of an exception to the rule to use the logo without the endorsement; such cases can be when there is a lack of space.

The HT logo WITH the endorsement should always be used in/on:

- Office templates
- Email signature
- Business cards
- Stationary, such as envelopes, notebooks, post it, etc.
- Marketing purposes (exhibitions, brochures, ads, etc.)



an EMBRON Company \$\\$



1.2 Size and placement

Web: 100px wide

Print: 30mm (85px) wide

HATTELAND TECHNOLOGY

HATTELAND
TECHNOLOGY
an EMBRON Company &

Placement



HATTELAND TECHNOLOGY an EMBRON Company ®





HATTELAND TECHNOLOGY an EMBRON Company &

1.3 Brand Logo

HATTELAND®

The brand logo, **HATT∈LAND**® can only be used on or own products. If in doubt, contact VP Product Management.





The brand logo, Can only be used on ENIX products, design by Hatteland Technology. If in doubt, contact VP Product Management.

2. Colors

Hatteland Technology has a set of colors recognizable on all of its internal and external released material. The table below shows all the correct color values for RGB, CMYK, PMS, RAL/NCS, and WEB where applicable.

Black	RGB VALUE	CMYK VALUE	PMS	RAL/NCS	WEB
	0,0,0	0%, 0% , 0%, 100%	"Black"	RAL: 9011	#053a70
Marine Blue	RGB VALUE	CMYK VALUE	PMS	RAL/NCS	WEB
	5, 58, 112	100%, 72% ,0% ,38%	281	RAL: 5003 NCS: 7020-R80B	#053a70
Sky Blue Color	RGB VALUE	CMYK VALUE	PMS	RAL/NCS	WEB
	95,179,219	75%, 0%, 0%, 7%	306C	RAL: 5012	#5fb3db
Gray Green Color	RGB VALUE	CMYK VALUE	PMS	RAL/NCS	WEB
	111,128,128	35% , 0%, 16%, 54%	5487	RAL: 7009	#6f8080
White	RGB VALUE	CMYK VALUE	PMS	RAL/NCS	WEB
	255,255,255	100%,100%,100%,100%	"White"	RAL: 9010	#ffffff



The color of the main logotype must be "BLACK" or "WHITE" on dark background.

HATTELAND TECHNOLOGY



3. Typography – company name

Shown here is the correct way of stating our company name when using only written words. This should be followed in all writings from or about Hatteland Technology.

COMPANY TEXT: Allowed company name text variations:

- Hatteland Technology AS

- Hatteland Technology

- Hatteland Technology (HT)

Use of "HT" as a reference to the company without using the company name first, like; "Hatteland Technology (HT)" is not allowed.

4. Fonts

The fonts chosen are based on appearance, readability, and availability, allowing the material to be highly exportable and visible as intended.

Arial

This font is used for longer written documents like user manuals, as it has an appearance that tends to be easier to read over long periods. Arial is the main font to be used in company presentations in PowerPoint.

Almost unlimited subtitles can be used; hereunder are the main ones presented. The most important is that it should only be used one (1) font in any document or text. We should never add another font type just for the look of it. Variations in size are ok, although the set once is preferred—the same with colors.



Title (Arial 28) Heading (Arial 20)

Heading 2 (Arial 14)

Heading 3 (Arial 12)

Heading 4 (Arial 11)

Quote (Arial 11)

Body (Arial 11)

Tahoma

This font or Arial can be used for "bread-text" elements on marketing material, smaller reports, letters, smaller documents, and short text elements.

Roboto

This font is used on Hatteland Technology **website**, in Social Media and marketing materials such as roll-ups.

Roboto

Roboto Light
Roboto Regular
Roboto Medium
Roboto Bold
Roboto Condensed Bold
Roboto Condensed Bold

Header Header Header Quote Body

5. In the office

Different kinds of office materials such as letterheads, business cards, signs, cards as well as e-mail signatures follow the same company profile and layout as described earlier in this document.

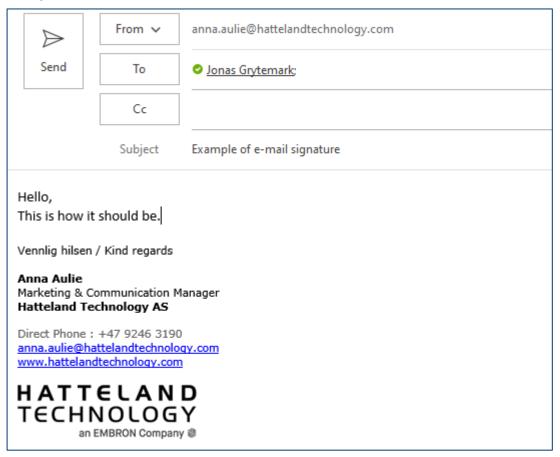


5.1 E-mail signatures

The set-up of one's email signatures in Outlook should preferably be formatted with the "Outlook Signature Creator Software," - which automatically produces an email signature for new emails, reply signatures, and the overall stationery theme.

The Verdana font is not part of the Hatteland Technology font set, but due to its appearance in Outlook, this font was proven to be most suitable for the eye to read when it comes to an email signature.

Example:



5.2 Business cards

On business cards, the amount of data must be possible to adjust depending on the office location, as well as title, although 1-4 lines are to prefer. The design is based on the same layout as the Outlook Signature and it can also be used as name tags during exhibitions and seminars.







5.3 Other stationary

Example of other stationaries and branding products.



6 Online presence

Our online presence can be defined by how easy it is to find us online, whereas the website is the most important platform. If the content on our website is presented well, we can drive more traffic to the site, which means we can capture more leads.



Well-placed keywords recognized by the search engines are vital as they will continually drive more and more online traffic to the website. Once the customer arrives at the website, the recognition aspect is essential. Part of the success lies with the website's design, the social media posts, the nature of the content, language, and use of images, and much more. Hence the need for website, social media- and content strategies.

Our website, www.hattelandtechnology.com, should work as an information channel for customers, media, partners, and others seeking information about Hatteland Technology.

We also communicate on different Social Media (SoMe), with varying mailing campaigns to specific targeted audiences (external newsletters and mailing campaigns). In addition, internal newsletters are sent to all employees regularly and updates on our intranet.

Any online communication (SoMe, website, internal and external mailings) should follow the guidelines in this identity manual as far as possible. The aim is always to see the "red thread." See 8.3 for some examples.

6.1 www.hattelandtechnology.com

The website is hosted in HubSpot.

Our website should work as a tool to communicate our business goals and brand the company to our audience. Some visitors might be familiar with Hatteland Technology as a company and perhaps our website, but some are new. It is important that both types of visitors easily can understand why the website exists and what they can find there.

The company's web designers are responsible for ensuring that the content on www.hattelandtechnology.com follows the design style set for colors, fonts, pictures, icons, etc.

Visitors to our website should easily find updated information in these areas:

About us

Contacts

Companies

Locations

Solutions & Services

News

6.2 Social Media

Social media marketing is simply the action when we create content to promote Hatteland Technology on social media platforms, in our case, Facebook and Linkedin. There are many reasons we as a company should be active on social media, but brand awareness is the most important.



As of today, we do not have a detailed social media strategy or plan; it follows our marketing plan, whereas posting on social media is one action point in every campaign. Foremost we use social media to show "we are here," which is also a mode of communicating internally with employees in Hatteland Technology. For more in-depth on strategy and plans, contact the marketing team.

Hatteland Technology has the following social media platforms:

LinkedIn: www.linkedin.com/company/hattelandtechnology www.facebook.com/HattelandTechnology/

It is important that these platforms are active and updated.

Posting on social media should as far as possible follow the same set of design rules as for other types of communications, although social media is more free.

7 Slogans, phrases & keywords

On our website, on SoMe, in presentations and documents we use different slogans, phrases, and keywords to build up our branding strategy. It is important one know when to use what and where.

Your Solution Partner

Our main slogan!

This is what we are - who we are! We aim to use this slogan as much as possible in our different modes of communication and adverts, within all markets that we operate in.

One Stop Shop

Our goal is to provide One Stop Shop solutions to a wide range of integrators and a wide range of industries.

Has been an important slogan when building up 'two become one', especially in the Nordic countries.

YOUR INDUSTRIAL COMPUTING, NETWORKING AND SURVEILLANCE EXPERTS

That is who we are! When we want to communicate trust and knowledge.



Enabling industrial innovation

That is what our technical solutions aim to do

Dedicated - Skilled - Trusted

That is what the employees at Hatteland Technology are, mainly for internal use. This phrase has it upcome from when we were working more closely with and as Embron Group.

'an Embron company', is the endorsement to the logo. See 1.1.for info.

8 Images (photo, picture, illustration, icon)

When using an internal or external image, make sure you are allowed to use it, that it is up-to-date, fits the message, and matches our corporate identity..

HT has a range of images that are 'ours' and allowed to use in external and internal communication. There are photos taken by the marketing team or other employees or by an external photographer, stock images, illustrations, and icons made by the in-house web designer.

These images are used in expo stand design, articles, press releases, and posts on SoMe, as well as internal and external presentations. But please note that not all images are suitable everywhere; for example, images used in an internal company presentation are not always the right ones to use on an exhibition stand.

We have made some of our most commonly used images available on our Intranet; you find them under the 'Marketing' section. If you need assistance, please ask our web designers.

9 Expos and other arenas (exhibition, webinars, trade show, key speaker, seminar)

If you're planning an exhibition, conference, road-show or similar, and need help - please start with sending a request well in advance to the marketing team. Once the request is received, the marketing team can assist in most tasks related in an expo; registration, stand design, roll-ups, giveaways, marketing materials etc. See the box with stand photos for inspiration. For more information - contact marketing manager.









Product Labelling

The HATTELAND® brand logo

HATTELAND[®]

is used for elements directly in physical contact with products or on marketing material in general.

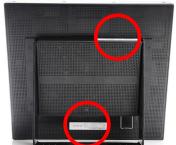
This include packaging box (cardboard), serial labels and specific warning/information labels that are attached to products. This may also include an removable HATTELAND® logo sticker in front or non-removable HATTELAND® brand logo mechanically engineering into the chassis, back cover or onto the user controls plastic/rubber material. The user manual delivered with each products also give indication of where all labels are located and the type of label design. Each product has their own internal document describing where the labels are to be placed and what the label should contain of text.

Note that some labels and products also use the HATTELAND TECHNOLOGY company logo in addition to the Brand Logo. The Company Logo can be used on products, but primarly the company logo is only visible on 1 type of serial label and used in manuals, datasheets and other paper materials.

Below are examples for approved uses and placement of the HATTELAND® brand logo or Company Logo.

Company or Brand Logo on Serial Label







Current Lables in use





TOUCH SCREEN

This product is equipped with a Resistive Touch Screen Manufacturer : ELO TouchSystems Touch Controller : 2216 Combo Controller P/N E658721 Driver Download : www.elotouch.com

HATTELAND® Brand Logo on Info Label

Current Lables in use

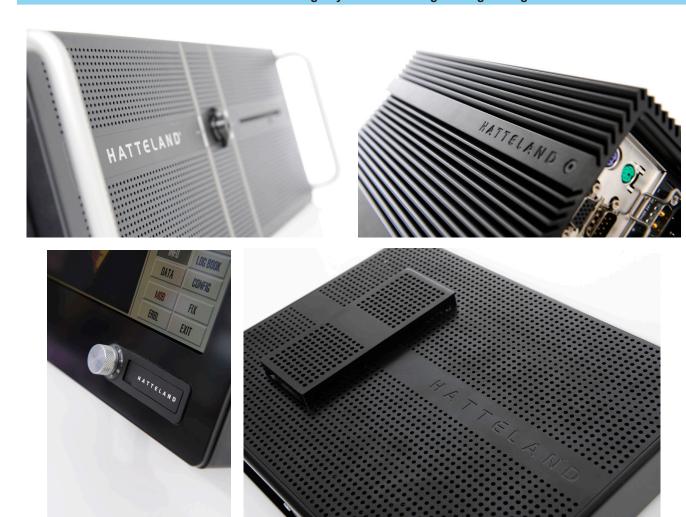




IND100911-6



HATTELAND® Brand Logo by Mechanical Engineering / Design



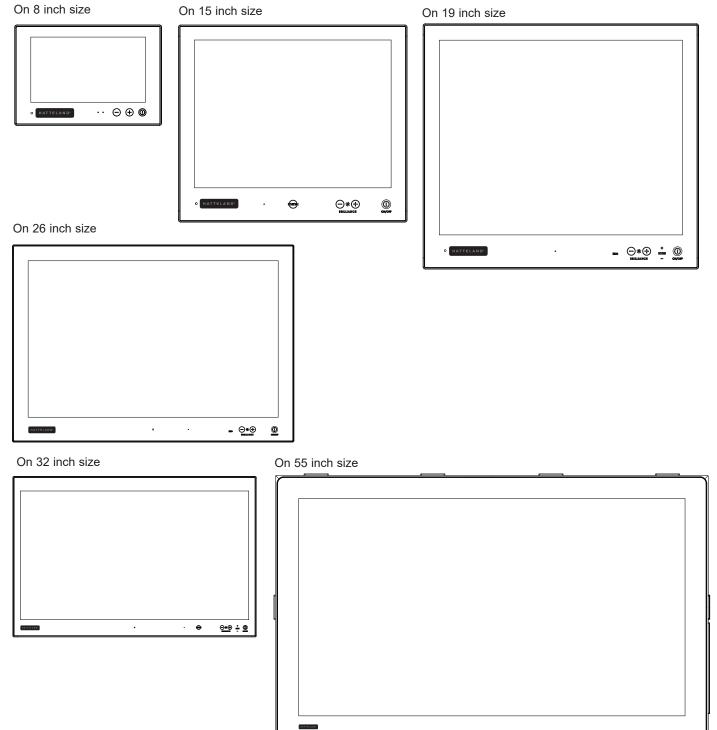


Brand Logo sticker examples (tradeshows, exhibitions, showcase, demo products)

HATTELAND®

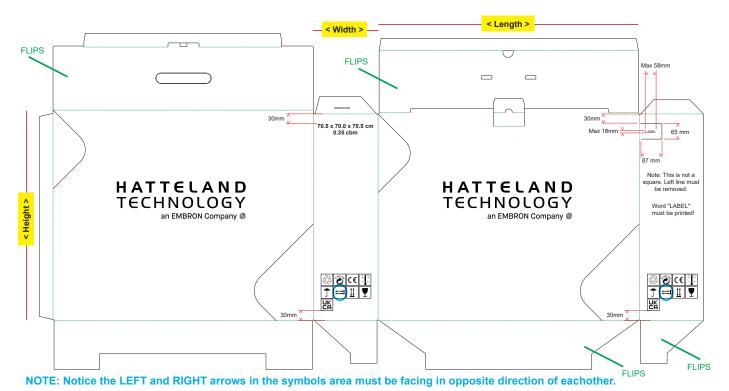
Size 60 x 15 mm. Black and Pantone 877C Metallic







Packaging Logo Placement and Specifications for Main Products (Displays, Panel Computers, Computers)



COMPANY LOGO

= Please center on box horizontally. Vertically shall be above center as illustrated

xxxxxxxx 70.5 x 70.0 x 70.5 cm 0.35 cbm

= xxxxxxxxx to be replaced with correct internal numerical reference (typenumber of cardboard box). Example "HAA222".

= Insert correct outer dimensions based on Length x Width x Height factor in cm. = Value in cbm (cubic metre) and rounded up. Calculated as $0.705 \times 0.70 \times 0.705 = 0.3479175 = 0.35$

Note: Artwork always contains digital measurements. To calculate the proper physical size, please consider the following:

1: Use Digital Measurements first.

2: Add thickness of carton (typically 0.4/0.5mm) and multiply for each visual segment (top / bottom or left / right + additional overlay flips)

3: Finally round up to nearest .0 or .5

Example: 285 (digital) + 0.5 + 0.5 + 0.5 + 0.5 + 0.5 = 286.6, then round up to nearest .0 = 287 shall be printed on box, assuming overlay flips was present) Example: 285 (digital) + 0.5 + 0.5 = 286, then round up to nearest .0 = 286 shall be printed on box, assuming NO overlay flips was present, just left/right)

- Thickness of carton box should be 4-5mm in thickness for large/heavy products. 0.3mm can be allowed for smaller and lighter accessories/parts if weight does not exceed a reasonable factor.
- Logo to be used: Company Logo ONLY. No other logo or graphical element is allowed, except Packaging icons as shown above.
- Logo and other symbols and text to be printed in single color, BLACK.
- Placement of logo in center horizontally to approx 50% sized from the full width of printable area.
- Placement of logo vertically on printable area to be approx 1.5 x height of logo above center.
- Placement of angled lines on each sides should be aligned to top/left and right/bottom towards edges of box, as illustrated. Thickness of angled lines should be minimum 1.5mm and max 2.5mm.

Logo variants (color, black in common file formats + this manual can be downloaded from: https://www.hattelandtechnology.com/logos-and-guidelines ("Logos for Download" tab)

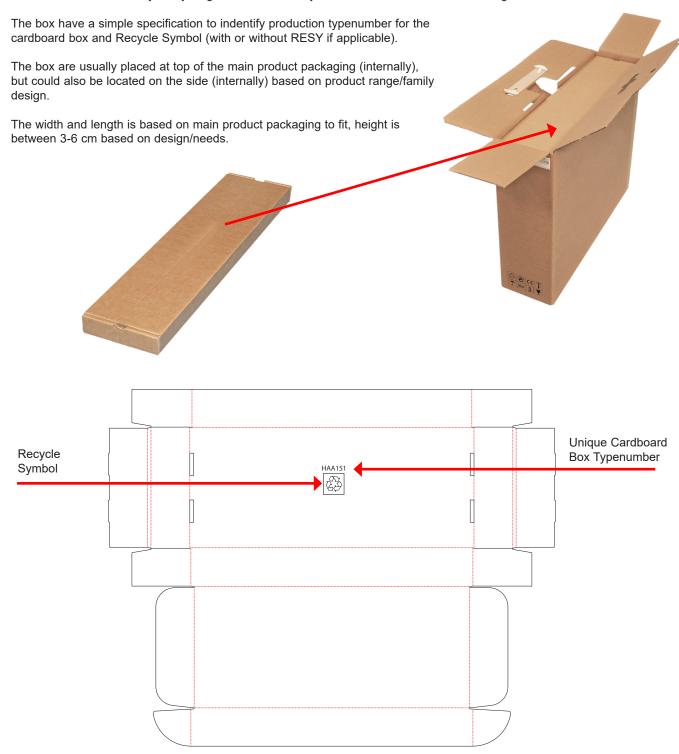
Packaging Symbols as illustrated in this manual can be downloaded from (various formats, all black color): hhttps://www.hattelandtechnology.com/logos-and-guidelines ("Packaging Symbols for Download" tab)

IND100911-6



Packaging Specifications for Kit Box (for Contents of Package)

This box contains normally everything listed as loose objects as seen in "Contents of Package" inside User Manuals.





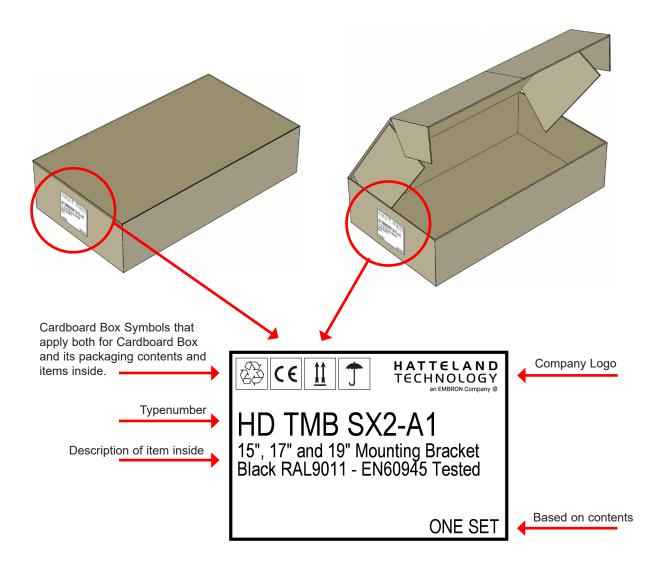
Packaging Logo Placement and Specifications for Accessories

The following example shows a printed label and glued to either the short side of the box or on-top (best visibility needed and be determined if space for label is sufficient).

- Adhesive White Label should be used (illustrated in gray color below for clarity).
- Black Outline Square required around the information.
- Font to be used "Arial Narrow", vary in sizes. See example below.
- All text and symbols, logo in black color.
- Label Size and type should be (or similar to): Avery L7165-40 (99.1mm wide x 67.7mm high)
- Symbols used must be determined by the table on next page. Below is an example of position and size.

Example of a typical Hatteland Technology Accessory box. The following properties are noted:

- No printing of text, logos or symbols on box.
- All marking to appear on 1 single label, placed on the short side (for warehouse convenience).



Cardboard Box Symbol Markings

Illustrated below are the typical common symbols that Hatteland Technology use. A minimum of these symbols are required on all Cardboard boxes that Hatteland Technology deliver from their factory. The number of symbols on a Cardboard box will vary depending on contents of the Cardboard box.

Cardboard box is made of Recycleable paper material. "xxxx" indicates that Cardboard manufacturer is member of RESY by its unique 4-digit ID.	Cardboard box is made of Recycleable paper material. Can be used if Cardboard manufacturer is NOT a member of RESY.	Manufacturer of cardboard box "safe-environment" marking (membership). "DER GRÜNE PUNKT" Symbol can be omitted if cardboard box manufacturer is not a member.	Product Declaration of Conformity CE marking. ▼	High-Low temperature range for storage conditions. ▼
REZY		OTH GRÜNE PUNK	CE	°F
				UK
Indicate to keep box out of rain and do not store in damp conditions.	Indicates that box can be stored in a lying position with arrows as indicated pointing left. On opposite side of box the arrows are mirrored.	Indicates the box can be be stored in a upright position with arrows as indicated pointing up.	Fragile - Handle with care Indicates package contains breakable material. Is not limited to products with front glass.	UKCA (UK Conformity Assessed) marking



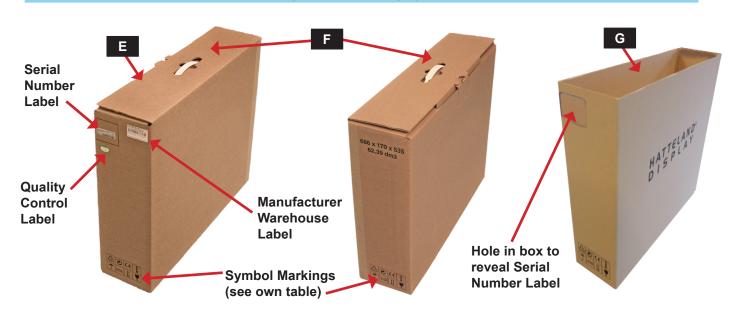


Example: Product Packaging Specification - 24 inch Maritime Multi Computer

ID	Pcs	Typenumber	Details
A	1	Bag 24" Series X	Transparent plastic bag for entire unit - L530 x W670 mm x 35my thick Material: Low-Density Polyethylene (LPDE) / Linear low-density polyethylene (LLDPE)
В	1	MDLN1FM050 Protective Foil for Front Glass. L590 x H381 mm Contains a "ATTENTION LABEL" (IND100148-5) sticker.	
С	2	HAA147	Expanded Polystyrene (EPS) packaging. Mounted on product. unit (top and bottom) to secure it safely inside cardboard box.
D	1	HAA149	Cardboard box - L651 x W141 x H50 mm Kit Box (with the items as described in "Contents of Package"). Print Method: PostPrint Flexo
E	1	HAA198 Cardboard box - L686 x W170 x H530 mm (for both main unit, HAA149 and HAA147). Print Method: PostPrint Flexo. Volume: 62.39 dm³	
F	1	HAA187	Cardboard box handle, white plastic. Mounted through HAA198 on top.
G	1	HAA156	Cardboard Protection Box - L702 x W186 x H566 mm, wraps around HAA198 to prevent transport scratches and/or tears to original box. Volume: 73.9dm³

Additional bags for screws, cables etc. are transparent plastic bags with zipper (where applicable). All loose parts are placed inside HAA149 (kit/accessories box).

Example: Single Product Packaging Brief Overview



Serial Number Side (HAA198)

Opposite Side (HAA198)

Serial Number Side (HAA156)

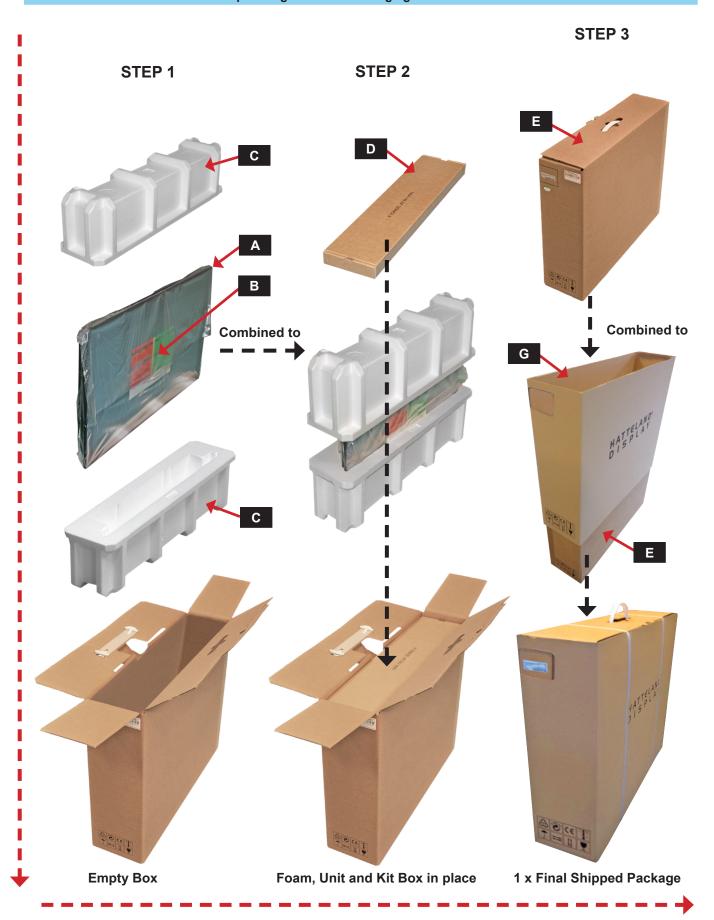


Kit Box (HAA149)

Text: "HAA149 24" Series X"



Example: Single Product Packaging Stacked Overview





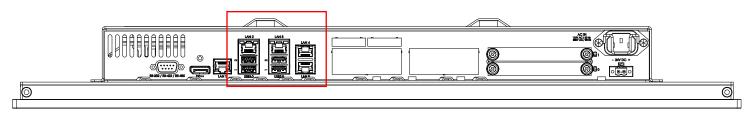
Product Signal Terminal Labelling (silk printed text)

All products manufactured by Hatteland Technology will in most cases be clearly marked on the Terminal Plate with silk printed text identifying the name, function or reference to every physical user connector, such as DVI-I, VGA, RJ45, COM Ports, USB Ports etc.

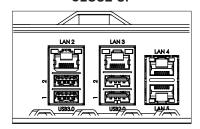
Reference to our internal document (only available under NDA): DOC206225-1.

Please review specific product User Manuals for details of each connector and markings (available via our website).

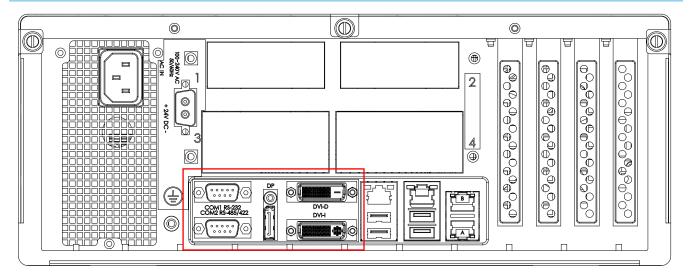
Example: Silk Printed Text for Connectors on Terminal Plate (Displays and Panel Computers)



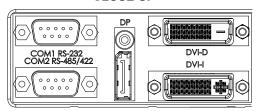
CLOSE-UP



Example: Silk Printed Text for Connectors on Terminal Plate (Computers)



CLOSE-UP





Appendix #1 - Ordinary Images

Hatteland Technology have certain requirements for the image which is illustrated in the table below.

Acceptable Use

Unacceptable Use



Picture has been adjusted in levels, brightness to show more details

Picture has been cropped.

Picture is with border, giving it a clear edge.

Picture is kept with its original aspect ratio, i.e. not stretched.

Drop shadow or other effects is not allowed.



Picture is too dark.

Picture show distracting details at bottom.

Picture is without border, making the sky blend into background.

Picture is not cropped.

Picture has been stretched to match design elements.

Picture has been applied with "Drop Shadow"

Acceptable Use

Unacceptable Use



Removed unwanted objects (advanced photo manipulation). Cropped picture to appear wide and to shift focus of image. Rotated picure to create a flat aligned horizon.



Picture has unwanted objects (car & reflection from garage port) Picture has a 4:3 format, while the image/lens is clearly more wide Horizon in image seems to be sliding upwards.



Removed logo/text. Aligned horizon to appear flat and aligned. Show more of the original picture, but also cropped to appear wider. Correct border applied. Picture has parts of logo or text. Picture is misaligned, horizon is slanting. Picture has cut of parts of the ship, even though the original picture show the entire ship.

Appendix #2 - Product Images

Hatteland Technology have certain requirements for the image which is illustrated in the table below.





Picture captured "ad-hoc".

Cheap camera lens producing barrel distortion.
Picture shows background elements and show reflections of camera man and room. No focus on lightning, shadows, disturbing elements, elegance.

Should NEVER be presented or used officially and generally avoided.

Primarily for internal use ONLY and for internal documentation and

during development stages for customized products.

Solid "odd" colors, giving the picture a "cheap" look.

Can be used during internal documentation or via early, personal customer communication through engineers and sales personnel.

Should not be used for official material.



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Revision History - INB100040-2

Rev.	Ву	Date	Notes	
01	SE ESS	07 Nov 2008	Initial release	
02	SE	09 Dec 2008	Added revision history page. Changed front title. Was wrong ("Style Guide")	
03	SE	11 May 2009	Update1: Company profile (use/placement of HATTELAND brand and company logo) Update2: Font added, DINOT. Change of rules regarding font use (Handelgothic BT) Update3: Brigde, statement removed due to revised company profile.	
04	SE	11 Mar 2010	Update of example graphics to conform with today's profile. General text update where needed. Added 2 more colors (Naval and Yacht) Remove obsolete elements where found. Added descriptions for; Stationaries, Business Cards and Name Tags	
05	AH ESS SE	20 Apr 2010	Moved some Correct/Incorrect example elements into its own Appendix chapter. Added Current Packaging Logo placement/use, point 11.3.	
06	ESS SE	29 Jun 2010	Revised Current Packaging Logo placement/use, point 11.3. Revised info about logo's approval, point 4.1 to 4.7	
07	SE	18 Aug 2010	Added info about the Hatteland Display bookmark icon, point 4.1	
08	SE	28 Jun 2011	Added note and use of the "HD" abbreviation point 5 Added template example for RamBase system point 7.1 Added "Glass Display Control™" logo to point 3.1, 5.3, 8.1 Removed reference to Bookmark Icon, point 4.1 (obsolete) Updated examples and change "hatteland-display.com" to "www.hatteland-display.com"	
09	SE	09 Jan 2013	Added Trademark, Logo and copyright notice, page 2 Fixed missing entries for contents listing, page 3 Updated examples and adjusted to current designs, added Glass Display Control logo, page 5 Revised text to fit current standards, page 8 Revised Website text, page 24 Removed Name Tag, use Business Cards instead, page 26 Updated with current labels used, page 27	
10	SE	12 Sep 2017	Revised Product Packaging, added more details and examples, page 29,30,31,32,33 General updated performed throughout the manual.	
11	SE	08 Mar 2018	Updated to match latest company profile Added example of typical Acessories box, page 30	
12	SE	25 Apr 2018	Revised text for symbols, page 31	
13	SE	28 May 2018	Added example for typical "Contents of package (KitBox) Cardboard Box, page 30	
14	EO SE	21 Sep 2018	Redefined measurements standards marked on Carton Boxes, page 29	
15	SE	26 Sep 2018	Specificed label type, page 31	
16	SE	02 Oct 2018	Added section 11.4 for Terminal Plate silk printed markings on products, page 35	
17	SE	04 Oct 2018	Revised text placement on Kit Box, page 30	
18	EO SE	10 Oct 2018	Revised instructions for marking for main package, page 29	
19	EO SE	12 Nov 2018	Revised illustration for Kit Box, page 30	
20	EO SE	20 Nov 2018	Revised details for Main Product Packaging, page 29	
21	SE	12 Feb 2019	Added new documentation regarding Hatteland Technology profile and details	
22	SE	26 Oct 2020	Revised measurements on page 20 (artwork for box).	
23	SE	26 Feb 2021	Added more details for how to calculate volume for carton boxes and specifications on thickness.	
24	SE	30 Aug 2021	Corrected some text/visual issues, and imported latest profile throughout the manual	
25	SE,SHL AU/SE	10 May 2022 28 Jun 2022	Added missing RAL codes to color Revised page 3-15	



26	AU, JG 23 Mar 2023 SE 21 Aug 2023	Revised with latest company profile, page 3-15 Added references to UKCA marking, page 19,22, ref: https://www.hattelandtechnology.com/product-notifications/changes-product-marking-all-products https://www.gov.uk/guidance/using-the-ukca-marking
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an EMBRON Company 👫