

SUPPLY CHAIN MANAGEMENT SYSTEM POLICY

All potential suppliers pass through the Vendor approval process which determines whether Suppliers are capable of delivering their products to the relevant quality and lead time.

The Quality Management Team are responsible for this process and records are kept for 10 years.

As part of the QMS all suppliers are rated on their performance. These performance ratings are regularly reviewed and serve to flag up any suppliers that are not performing to expected levels and also suppliers that have exceptional performance.

All sourced products have a minimum of two sources of supply, this will be a preferred source and a secondary source. The “Buy Great Britain Procedure” challenges our Supply Team to find local (UK based) suppliers wherever possible, reducing associated risk with long haul freight.

The Goods In Procedure coupled with the Goods In Inspection Acceptance and Rejection Procedure ensures the quality of the product on delivery to the warehouse. Items are verified to ensure they meet specifications and that accompanying documentation is correct. If Goods do not meet defined specifications they are rejected and supplier is contacted.

Safety stocks are in place for raw materials, as part of Planning Procedure these stocks are reviewed on a regular basis taking in to account demand, current stock, risk and economic climate and safety stock levels are updated, when necessary, in relation to these factors.

Procedures are in place to ensure and validate all products sourced are REACH, RoHS, Conflict Mineral compliant on a continuous basis.

Our Ethical Trading Policy ensure materials are only sourced from suppliers who adhere and respect these ethics.

Name: Oliver Conger

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Position: Managing Director