# QUALITY ASSURANCE PACK

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# 1. Introduction

**Thank you for choosing AJN Steelstock as one of your steel providers.**

**We have been providing processed steel to customers across a range of industry sectors for over 70 years and pride ourselves on our outstanding reputation for service and reliability.**

**We receive a number of requests from customers asking for details of the level of our approvals, accreditations and certifications as an approved steel supplier. To simplify the process, we have put together this pack, which contains copies of all our certificates and policy documents, demonstrating our ongoing commitment to recognised procedures and proven working practices.**

**For further information please visit our website at www.ajnsteelstock.co.uk.**

**Yours sincerely,**
**AJN Steelstock Ltd**

# 2. Quality Assurance Response

AJN Steelstock Ltd is one of the UK's leading steel stockholders. Operating from two, steel processing, sites in Kentford, Suffolk and Henstridge, Somerset, we have an enviable reputation for processing and delivering steel to site, wherever and whenever our customers need it. Our fleet of vehicles and 24-hour working pattern means we are able to meet even the most demanding of schedules, time and time again.

## COMPANY CONTACT DETAILS:

| | |
|---|---|
| lcknield Way<br>Kentford<br>Newmarket<br>Suffolk CB8 7QT | Gibbs Marsh Trading Estate<br>Henstridge<br>Templecombe<br>Somerset BA8 0TN |
| **Phone:** 01638 555 500<br>**Fax:** 01638 555 501 | **Phone:** 01963 365 210<br>**Fax:** 01963 365 215 |
| **info@ajnsteelstock.co.uk** | **www.ajnsteelstock.co.uk** |

## OFFICE CONTACTS:

| | |
|---|---|
| **Managing Directors** | Alan Boyden, Neil Boyden |
| **Financial Director** | Courtney Bell |
| **Operational Directors** | Clare McGall, Chris Sage, Shaun Nolan |
| **Sales Director** | Neil Cressall |
| **Purchasing Director** | Lee Olson |
| **Area Sales Managers** | Phil Cleaver, Bryan Sillas |
| **Sales Managers** | Andrew Jeffrey, Sharon Haydon |
| **Health & Safety / Environmental Manager** | Stephen Cooper |
| **Quality Manager** | Alan Wynn |
| **Production Managers** | Keith Boughtwood, Kyle Clark |
| **Transport Managers** | Michael Kelly, Guy Mitchell |
| **HR Manager** | Michelle Dawson |

## BANK DETAILS:

| | |
|---|---|
| **Account No:** | 03009537 |
| **Sort Code:** | 40-61-35 |
| **Bank:** | HSBC UK Bank plc |
| **Account Name:** | AJN Steelstock Ltd |
| **IBAN No:** | GB46HBUK40613503009537 |
| **Bank Address:** | 1 Warwick Street, Worthing, BN11 3DE |
| **Company VAT:** | 102 5801 18 |
| **Company Reg:** | 689647 |

# 2. Quality Assurance Response

Quality is important to our business because we value our customers. We strive to provide our customers with products and services which not only meet, but exceed their expectations.

We are committed to continuous improvement and have established a **Quality Management System** which provides a framework for measuring and improving our performance.

We have implemented the following systems and procedures to support us in our aim of total customer satisfaction, and continuous improvement throughout our business:

1. Regular gathering and monitoring of customer feedback (including a customer complaints procedure);
2. Selection and performance monitoring of suppliers
   - 2.1 All incoming supplies are subject to inspection
   - 2.2 Non-conforming material(s) are quarantined until confirmation of acceptance/rejection is made by representative of Quality Department
   - 2.3 At all time's material is handled and stored in manner to prevent damage where practical to avoid deterioration on weather sensitive material
   - 2.4 Where practicable, stock gets rotated
   - 2.5 Where possible/practical, we source our steel from BES6001 manufactures
3. Inspection of final product to reduce number of possible errors
4. Adequate identification of steel to ensure traceability through to cast identity of manufacturer. Test certificates are available if requested
5. Training and development for our employees to improve their ability to succeed
6. Regular audit of our internal processes
7. Measurable quality objectives which reflect our business aims
8. Management reviews of audit results, customer feedback and complaints.

Our internal procedures are reviewed regularly and form our **Quality Manual**, which is displayed throughout our sites so all staff have access. We expect all our staff - from the Managing directors downwards - to buy into the ethos and always strive to improve.

Yours faithfully
AJN Steelstock Ltd

# 3. H&S Policy Statement



## HEALTH AND SAFETY POLICY STATEMENT

***Safety isn't about statistics. It isn't separate from our business. It's central to everything we do, and we do not compromise on it. Even one accident is one too many. So, if it isn't safe, don't do it.***

This is the Health and Safety Policy Statement under the Health and Safety at Work etc. Act 1974 for AJN Steelstock Ltd, and it is the intention of this company to comply with both the requirements and the spirit of the act and all relevant regulations, codes of practice and any industry standards made under it.

This Policy Statement reflects our commitment to the health, safety and welfare of all employees (whether full or part time), and applies equally to activities undertaken on either our own or customers premises.

We are committed to ensuring that hazards are identified and eliminated. Risks affecting health and safety will be reduced as far as is reasonably practicable.

The management of this company accepts its responsibility to take all necessary steps to ensure that all systems of work are as safe as is reasonably practicable and all equipment is maintained in a safe condition and operated correctly.

We will ensure that any substances are used, handled and stored in a safe manner.
Relevant training will be provided and the competence of all employees to fulfil their responsibilities under this policy will be ensured.

Adequate information, instruction, training and supervision will be made available for every employee.

The company is committed to ensuring that a framework exists to ensure that Employees are consulted on all matters affecting health and safety and this policy and any revisions will be brought to their attention.

All employees will be expected to exercise personal responsibility in preventing work related ill health and injury to themselves and others, and to co-operate with the management in complying with health and safety legislation.

All employees and contractors will be made aware of their Health and Safety obligations and compliance with this policy is a condition of employment.

# 3. H&S Policy Statement



To facilitate our commitment for continuous improvement and the prevention of injury and ill health, we will identify specific health and safety targets and objectives. A framework for these targets and objectives will be outlined with timescales and responsibilities. Progress towards achieving these objectives will be closely monitored.

Periodic auditing of our Health and Safety Management System will be undertaken to ensure its continued suitability and effectiveness and we will review this policy at least annually and revise it as often as is appropriate.

***If each and every one of us puts safety at the heart of everything we do, together we can help ensure that our workplace is safe.***

***So how can we make sure that safety is at the centre of everything we do?***

## BEING OPEN AND HONEST

We all have a duty to report and share information. It's not just accidents and emergencies that need to be recorded, but also those close calls.

Getting that feedback means we will learn and get better at what we do. Let's understand what went wrong, why it went wrong, and how we can make improvements.

## EMBRACING SAFETY

It can be easy for people to see safety as getting in the way and slowing us down. The truth is that working safely improves productivity. Those who are organised and plan ahead, invariably do well and have fewer accidents.

If you think about it, shortcuts are often when accidents happen. So don't take them.

## MAKING OUR PROCEDURES CLEAR

As a business, we need to make sure that people understand what they need to do to stay safe.

Our processes, safe work systems and basic rules are much more likely to be remembered and adhered to if they are presented in a clear and uncomplicated way.

## TRUSTING OUR INSTINCTS

If something doesn't feel safe, the chances are it's not. So, don't do it, stop the job and speak up. If you see others doing something that feels risky, stop them and report it.

I don't believe in having a blame culture within AJN Steelstock. I do believe however, that only by standing up and being counted, and highlighting where safety can be improved, can we, AJN Steelstock, have a safer company for everyone.

# 3. H&S Policy Statement



**Signed** _____ **Date: 27th October 2022**

**Alan Boyden (Managing Director)**

| Revision Number | Date | Change |
|---|---|---|
| 01 | October 2018 | Wording modified to meet the requirements of ISO 45001:2018 |
| 02 | October 2020 | Wording modified to include "training". |
| 03 | March 2021 | Document updated to reflect the new marketing template. |

# 4. Environmental Policy Statement



## ENVIRONMENTAL POLICY STATEMENT

**AJN Steelstock Ltd** is a steel stockholder that buys in and then sells steel in various shapes and sizes that is processed to customer requirements. This involves cutting, drilling and painting as required. The goods are then generally transported to the customer using our own fleet of Lorries. The delivery area is East Anglia, Midlands, Home Counties, West Country and London.

The directors of **AJN Steelstock Ltd** are committed to the management of our environmental obligations at our sites at Kentford, Kennett and Henstridge, seeking to:

- Meet the requirements of all environmental legislation applicable to us, together with our industry standards thus meeting our compliance obligations
- In handling fuels and other hazardous materials associated with our production facilities, take all essential measures to prevent pollution
- Maintain the continual improvement of environmental performance through the regular review of our management system.

In seeking to maintain and improve the environmental performance of the organisation we will:

- Review the organisation's raw material resources to ensure that, wherever possible, recycled materials are employed, the use of non-renewables is minimised and research is directed towards sustainable materials and processes
- Conserve energy wherever possible, seeking to reduce the use of fossil fuels
- Maintain waste-saving protocols to ensure the recovery of recyclable material
- Engage with staff and contractors to ensure that they understand the environmental obligations associated with their roles within the organisation and that they are encouraged to suggest improvements to the EMS
- Encourage suppliers and contractors to develop sustainable management practices
- Prevent pollution and ensure that staff have the appropriate training and awareness to protect the environment as part of their day to day activities

# 4. Environmental Policy Statement



- Set environmental objectives that are relevant and reviewed regularly for progress and achievement

In order to achieve this, we will maintain and continually seek to improve an Environmental Management System that is compliant with the requirements of ISO14001:2015.

| REVISION | DATE | AUTHOR | REASON |
|---|---|---|---|
| 01 | 2016 | Adrian Dawson | Added Henstridge into policy |
| 02 | 16/05/19 | Adrian Dawson | Inserted Kennet into the policy as a result of Management review meeting 13/05/19 |
| 03 | 25/03/21 | Natalie Webb | Updated to reflect new marketing Template. |

# 5. Quality Policy

Document no. QP5.3 Issue Date: 26/10/2021 / Revision: 10.0

## QUALITY POLICY

AJN Steelstock Ltd is committed to maintaining a position of excellence in the field of steel stockholding and processing and wishes to ensure that it meets the needs of its customers.

To achieve this – and exceed customer expectations – AJN Steelstock Ltd will actively pursue compliance with all recognised legislative and industry standards by introducing and maintaining a Management System that enables each employee to do their job correctly, the first time and every time.

Directors and senior management are committed to continually improving the effectiveness of the Quality Management System.

Date: 27/10/2022 Managing Director: _____

# 6. Drug and Alcohol Policy



## DRUG AND ALCOHOL POLICY STATEMENT

We are committed to providing a safe, healthy and productive working environment for all our staff, customers and visitors. This includes ensuring that all staff are fit to carry out their jobs safely and effectively in a working environment which is free from alcohol and drug misuse.

All staff are expected to arrive at work fit to carry out their jobs and to be able to perform their duties safely without any limitations due to the use, or after effects, of alcohol or drugs (whether prescribed, over the counter, any 'legal highs' and of course illegal substances).

Misuse of alcohol and drugs can lead to reduced levels of attendance, reduced efficiency and performance, impaired judgment and decision making and increased health and safety risks, not only for the individual but also for others. Irresponsible behaviour or the commission of offences resulting from the misuse of alcohol or drugs may damage our reputation and, as a result, our business.

We expect you to demonstrate responsible behaviour at work, work-related functions and work-related social events and to act in a way that will not have a detrimental effect on the Company, our reputation and yours. If you entertain clients or represent us at external events where alcohol is served, you are considered to be "at work" regardless of whether this is outside normal working hours. Consequently, we will expect you to remain professional and fit for work at all times.

We expect all our staff to comply with the drink-driving legislation at all times. If your job requires you to drive and you lose your licence, you may be unable to continue to do your job. Committing a drink-driving offence outside or during working hours or while working for us, may lead to disciplinary action being taken, which could result in dismissal for gross misconduct.

We reserve the right to conduct searches for alcohol or drugs, including, but not limited to, searches of lockers, filing cabinets and desks, packages sent to our address which are on our premises.

In cases where in the reasonable opinion of the Company there is reasonable cause to suspect that an individual's performance is impaired as the result of drugs or alcohol, the individual may be asked to submit to drug and/or alcohol testing. If you withhold your consent to such testing, this may lead to disciplinary action and could result in dismissal for gross misconduct (just as a positive drugs/alcohol test would).

### PROCEDURE FOR RANDOM ALCOHOL AND DRUG TESTING

The Company reserves the right under this policy to exercise random alcohol and drug testing of its employees, workers and contractors.

# 6. Drug and Alcohol Policy



This policy applies to all employees, workers, contractors and all persons coming onto the organisation's premises.

It is company policy to ensure that any person known to be or suspected of being affected by alcohol or drugs is immediately referred to the Health and Safety department and a Director informed. It will then be investigated and where necessary we will arrange for the person to be removed from site. Those found to be under the influence of alcohol/drugs will immediately be suspended from all work until a full and thorough investigation has been carried out.

## DEFINITIONS

The term "drug" includes all medicaments and psychoactive substances (formerly known as "legal highs") that could adversely affect behaviour or performance and lead to an increased risk of accident and/or injury occurring in the workplace.

The term "substance abuse" includes misuse of controlled and prescription drugs, and use of illegal and designer drugs and other substances such as non-work related solvents or chemicals.

The term “misuse” is defined as any use that harms social or physical functioning.

## PURPOSE OF THIS POLICY

The aim of this policy is to ensure the safety of all employees, workers, contractors and visitors by having clear rules in place regarding the use and possession of alcohol, drugs and other non-work related substances, as well as testing for the presence of alcohol and drugs, and also to provide support to those who have reported a problem with alcohol, drugs or substance dependency.

The company prohibits the drinking of alcohol by employees, workers, contractors and visitors in the workplace or on company business other than reasonable drinking of alcohol in connection with approved social functions. The organisation regards drinking to an "unreasonable level" as any of the following situations:

- The individual is over the legal limit stipulated for driving (i.e. 35mcg/100ml of breath alcohol concentration or 107 milligrams per 100ml urine)
- In the opinion of management, the individual's performance is impaired. This may be at less than the legal limit stipulated for driving
- In the opinion of management, the individual's behaviour may cause embarrassment, distress or offence to others
- The individual continues to drink when instructed to stop by a manager.

The company will take all reasonable steps to prevent employees, workers, contractors and visitors carrying out work-related activities if they are considered to be unfit/unsafe to undertake the work as a result of alcohol consumption or substance abuse.

# 6. Drug and Alcohol Policy



The company expressly prohibits the use of any illegal drugs or any prescription drugs that have not been prescribed for the user. It is a criminal offence to be in possession of, use or distribute an illicit substance. If any such incidents take place on the organisation's premises (including car parks), in organisation vehicles or at a company function, they will be regarded as serious, will be investigated by AJN Steelstock Ltd, and will lead to disciplinary action up to and including dismissal.

No employee, worker, contractor or other person under the organisation's control shall, in connection with any work-related activity:

- Report, or endeavour to report, for duty having consumed drugs or alcohol likely to render him/her unfit and/or unsafe for work
- Consume or be under the influence of any substances or alcohol while on duty [unless, in the case of alcohol, with the agreement of line management for the purposes of official company entertaining]
- Store drugs or alcohol in personal areas such as lockers and desk drawers unless this is with the express authorisation of their line manager; or
- Attempt to sell, trade or give drugs or alcohol to any other employee, worker, contractor or other person on the company premises.

## PRESCRIPTION MEDICATION

IF you are prescribed medication you must seek advice from your GP or pharmacist about the possible effect on your ability to carry out your job and whether your duties should be modified or you should be temporarily reassigned to a different role. Employees must inform HR or their manager accordingly. Any prescribed medication must be taken in line with the medical instructions given. Drugs that cause drowsiness or impact your ability to undertake your normal duties safely and with risk to others, must not be used at work if the individual feels any physical or psychological function is impaired.

## DEPENDENCY

Any employee suffering from drug or alcohol dependency should declare such a dependency to HR, our Occupational Health provider, or their line manager. The organisation will subsequently provide reasonable assistance, treating absences for treatment and/or rehabilitation as any other sickness absence. (Failure to accept help or continue with treatment will render the employee liable to normal disciplinary procedures).

## CARRYING OUT TESTS

Employees, workers and contractors are advised that a request to undergo alcohol and drug testing does not indicate that they are under any suspicion of wrong doing. These tests are conducted mainly as a duty of care and precautionary.

Alcohol and drug testing will be carried out only by qualified and competent personnel who will use accepted and reliable methods and ensure that tests are carried out with the least possible intrusion into an individual's privacy. All possible measures will be in put in place to ensure confidentiality of test results, and checks will take place to avoid any false results.

# 6. Drug and Alcohol Policy



Those who are tested have the right to be informed of their test result before the result is passed to management.

An employee who unreasonably refuses to submit to an alcohol and drug test in accordance with the organisation's rules may be subject to disciplinary action. A contractor or agency worker may have their contract revoked.

AJN reserve the right to test everyone within the company. Contractors / full or part time staff. Applicable to all shifts. To ensure random confidential selection, names/payroll numbers will be pulled from a sealed box with all staff names present.

## WITH-CAUSE ALCOHOL AND DRUG TESTING

An employee, worker or contractor may be tested for alcohol and drugs where he/she has been involved in a workplace accident or an incident that has caused or could have caused a danger to health or safety. Testing may also be carried out where management has grounds to believe or suspect that an individual is or may be under the influence of alcohol or drugs.

Anyone noticing obvious signs of alcohol or drug abuse in a colleague should report his/her observations and/or suspicions in confidence to either the HR department or their Manager.

## WITNESS STATEMENTS

Investigation in to the claims of alcohol or drug misuse will be investigated thoroughly and witness statements will be gathered and reviewed accordingly. All witness statements must be in writing to support any allegations. Evidence is encouraged to be sourced at all times.

## CONSEQUENCES FROM A POSITIVE TEST

An employee will be suspended on full pay pending an investigation. The employee will be expected to make alternative arrangements to travel home, specifically if they drove in to work should they be found positive and under the influence.

For the avoidance of doubt suspension or termination of employment is a potential outcome in the event of testing positive for drugs or alcohol.

## ACTION AFTER A POSITIVE TEST

If a test proves positive, the individual will be suspended and invited to attend an interview with a senior manager. The outcome of the interview will depend on the circumstances but could include:

- An offer to undergo a programme of medical treatment, rehabilitation or counselling, where the individual accepts that they have a problem with alcohol or drug misuse and are willing to cooperate with the employer in the provision of such support, in which case the employee will be tested again a minimum of bi-monthly for a period up to 6 months

- A disciplinary warning, where there are no safety issues involved and the circumstances are not serious, in which case the employee will be tested again a minimum of bi-monthly for a period up to 6 months

# 6. Drug and Alcohol Policy



- Dismissal, where the effects of the employee's alcohol or drug taking are or could be serious, for example if the employee works in a safety-critical job and his/her use of alcohol or drugs could affect performance, or where a previous alcohol and drug test within the previous two years has produced a positive result

- The termination of a service contract in the case of agency workers or contractors.

## REHABILITATION

The company reserves the right dependant on the circumstances to consider rehabilitation, where appropriate. The company will not meet the cost of rehabilitation, however, will support and encourage the employee to seek assistance.

## EQUAL OPPORTUNITIES

In line with its equal opportunities and dignity at work policies, the organisation will take steps to ensure that this policy is not used in a discriminatory manner against any employee and that no individual is unfairly targeted. The organisation will take steps to ensure that employees' dignity is respected at all times.

## COMPLAINTS / QUERIES ON THE INTERPRETATION OF THIS PROCEDURE

If an employee has a complaint about the way in which an alcohol and drug test has been conducted, he/she can raise this informally with his/her line manager. If an employee prefers to raise a formal complaint, he/she should refer to the organisation's grievance procedure.

If an employee has any queries in relation to the interpretation of this policy please refer to HR who will explain the procedure further.

# 7. Modern Slavery Policy



## MODERN SLAVERY AND HUMAN TRAFFICKING POLICY STATEMENT

### INTRODUCTION

In accordance with the Modern Slavery Act AJN Steelstock Ltd (the Company) will publish an annual Modern Slavery and Human Trafficking statement, this document. The statement will be approved and supported by the Company Director/s who will be responsible for ensuring it is reviewed and published on an annual basis. The statement will be published on the Company website.

### DEFINITIONS

Modern Slavery is a term used to encapsulate both offences of the Modern Slavery Act (the Act), that being, slavery, servitude and forced or compulsory labour and human trafficking. The offences are set out in section 1 & 2 of the Act.

Slavery and Servitude: Slavery is the status or condition of a person depriving them of their freedom. The key element being the perceived ownership of one person by another. Servitude is the obligation to provide services that is imposed on someone including the obligation to live on another person's property without the possibility of change.

Forced or Compulsory Labour: work or services are exacted from any person under the menace of any penalty and for which the person has not offered themselves voluntarily.

Human Trafficking: The arrangement or facilitating the travel of another person with a view to that person being violated or exploited, even if the person consents to the travel, representing the fact that the person may be deceived by the promise of a better life.

Modern Slavery: There are many different ways in which modern slavery can manifest itself and it is not always clear at which point the behaviour constitutes a crime. The crime will consider the exploitation of workers including human rights and international standards, working conditions, health and safety, working hours, pay and freedom of choice.

### CONTENT OF THIS STATEMENT

The following items will be included in this statement:

1. The structure of our organisation, the business operations of the organisation and the supply chains
2. Our policies in relation to slavery and human trafficking
3. Our due diligence processes that will be carried out to ensure our compliance with the Act
4. Identification of any parts of our business or supply chain where there is a risk of slavery or human trafficking and the steps we have taken to manage that risk

# 7. Modern Slavery Policy



5. An assessment of the effectiveness of the measures that we have taken to stop slavery and human trafficking taking place
6. The measures we will take if we discover an incidence of slavery or human trafficking.
7. A statement about the training we have made available in relation to this policy and its procedures.

## Structure of the organisation

The organisation has two branches, a storage site and three additional satellite offices. All branches/offices are headed by the same board of directors and work under the same conditions and procedures. All departments have a manager, some managers cover all sites such as HR, Health and Safety, Quality, Purchasing and Operations. The company produces a Company Organagram and Roles and Responsibilities document as part of its Management Systems documentation.

The organisation purchases from both the UK and worldwide. The Purchasing Manager, Operations department, Quality Manager and Health and Safety department will be responsible for the selection of suppliers and their compliance with this policy where necessary.

## Policy (Employees)

AJN Steelstock Ltd is committed to providing a safe, healthy workplace which protects and respects the human rights of its employees. To assist with our compliance, we have produced a Company Handbook which will be issued to all employees and reviewed on a regular basis. This is a comprehensive document which sets out our company policies, including, amongst others, Equal Opportunities, Discipline and Grievance, Whistleblowing, Worksafe, Health & Safety, Harassment and Bullying, Bribery and Recruitment policies. It will not form part of the employee's contract.

All employees will be issued with a written contract of service, within 13 weeks of the commencement of employment, which will contain the terms and conditions of their employment. All work must be voluntary and employees will be free to terminate their employment by giving the correct notice to the Company at any time.

All potential employees will be checked to ensure their eligibility to work in the UK. The Company will take copies of all ID produced. It will not keep or destroy any original documents, these must be handed back to the employee, unless the Company is required by law to hold permits to work. Any agency workers will be checked in the same manner and will be sourced from UK labour agencies only. The Company will comply with the Agency Workers Regulations in relation to all agency workers.

## Supply Chain

AJN Steelstock Ltd encourages good working relationships with its supply chain. The Company is committed to working with suppliers that are compliant with the Modern Slavery Act and/or International standards of human rights.

All major suppliers of products and services will be verified using the Approved Supplier Questionnaire.

# 7. Modern Slavery Policy



The questionnaire will include a section of questions including; establishing whether there is a need to publish a Modern Slavery Act statement, working conditions for employees, freedom to work, health and safety arrangements and the checks made on their supply chain and steps taken to eradicate slavery and human trafficking within their organisation and supply chain.

AJN Steelstock Ltd currently purchases from within the UK which is considered a low risk country but also sources from Europe and further afield which may present a higher risk. Extra care should be given when sourcing from countries which are considered at medium to high risk of slavery and human trafficking. As part of our due diligence process it should be considered when reviewing the responses to the questionnaire if any further steps such as auditing or further monitoring need to be carried out before approving them as a Supplier. Those that are considered a medium risk or above or have any changes to the structure of the company should be reviewed on a regular basis at intervals dependent on their risk level. The Purchasing and /or Operations department, together with the Quality Manager will be responsible for reviewing and approving suppliers.

## Measures taken in the event of a breach

If it is alleged that a breach of this policy, The Modern Slavery Act or International Standards for slavery and Human Rights has been breached the Company will take timely action to investigate the alleged breach. If the allegations are founded actions will be taken to rectify the situation that was found to cause the breach. Policies will be reviewed and reissued to eradicate the failings and retraining will be given.

If the breach was found to be within our supply chain discussions with the supplier will be made to see if they are able to remedy the breach. If a remedy cannot be sort and the Company feels the behaviour is in breach of current legislation the Supplier will be removed from the Approved Supplier List and no further transactions will take place unless the supplier is re-approved as being compliant.

## Training

All managers will receive a document outlining the requirements of the Modern Slavery Act and our Company statement, which is contained within the Employee Handbook. Any further training requirements will be provided should the need arise.

All employees are encouraged to report any concerns they may have regarding slavery and human trafficking and any breaches of this statement in line with our Whistleblowing Policy.

## Review

The Company will review the effectiveness of this statement, its policies and procedures on an annual basis or upon any changes in legislation or Company circumstances that may affect the statement. Any amendments to this statement will reflect the review on its effectiveness.

# 8. Terms & Conditions (Sale and Processing)

## AJN STEELSTOCK LTD – TERMS AND CONDITIONS OF SALE

**THIS CONTRACT**

1. All contracts for the sale of goods, and where appropriate services, by AJN Steelstock Limited shall be deemed to incorporate these conditions.
2. Where the context so admits within these conditions the word "goods" shall be deemed to include goods which are the property of the Buyer upon which AJN Steelstock Limited contracts to perform services.
3. Any terms and conditions in the Buyer's order which are inconsistent with these conditions shall have no effect.
4. If subsequent to any contract for sale, which is subject to these conditions, a contract for sale is made with the same Buyer, howsoever made, without express reference to any conditions, such contract shall be deemed to be subject to these conditions.
5. Any variation of these conditions shall only be effective if agreed in writing and signed by a Director of AJN Steelstock Limited following the placing of an order by the Buyer.

**PRICE AND PAYMENT**

6. Unless otherwise agreed in writing by AJN Steelstock Limited the price payable by the Buyer shall be AJN Steelstock Limited's ruling price at the date of despatch of each delivery.
7. A charge may be made for carriage, pallets, cases and packaging etc where appropriate. No allowances will be made when collection is arranged by the Buyer.
8. AJN Steelstock Limited shall not be required to supply test certificates unless the same are requested at the time of placing the order and AJN Steelstock Limited may charge a fee for any certificate supplied.
9.

   (a) All invoiced amounts are subject to the addition of VAT, where applicable, at the prevailing rate.

   (b) All payments by the Buyer are due prior to the delivery of the goods ordered, unless AJN Steelstock Limited has approved a Credit Account for the Buyer, in which case payment is due by the end of the month following the month of delivery.

   (c) Credit Accounts are subject to a maximum credit limit applied by AJN Steelstock Limited, which may also be reviewed up or down by AJN Steelstock Limited from time to time at our sole discretion. The credit limit or any revision of it and the date from which it will apply will be notified to the Buyer in advance and in writing.

   (d) If a Credit Account credit limit is exceeded, AJN Steelstock Limited may suspend the delivery of goods to the Buyer until the exceeding of the limit is rectified whether by a payment from the Buyer bringing the Credit Account balance below the applicable credit limit or by AJN Steelstock Limited at its sole discretion increasing the credit limit. In the latter case the increasing of the credit limit will be subject to any additional financial checks relating to the Buyer that AJN Steelstock Limited may request being completed to its satisfaction.

   (e) If any invoice issued to the Buyer becomes overdue for payment the full balance of the Buyer's account as at that date whether or not it includes invoices that would not otherwise be overdue for payment will become payable forthwith as a debt.

   (f) Interest at the rate of 8% per annum above the prevailing Bank of England base rate shall be payable by the Buyer in respect of an overdue invoice from the day after the due date of that invoice.

   (g) In the event of the Buyer being subject to any debt collection action by AJN Steelstock Limited including any preliminary pre-action correspondence the Buyer will be liable for all AJN Steelstock Limited costs and expenses including but not limited to legal fees and Court fees.

**CANCELLATION BY THE BUYER**

10. The Buyer shall have no right under any circumstances to cancel the contract or any part thereof without the prior written consent of AJN Steelstock Limited which consent shall not be unreasonably withheld and which shall be conditional upon the payment of such compensation as AJN Steelstock Limited shall reasonably require.

**DELIVERY AND COLLECTION**

11. Dates or periods for delivery are approximate and are given for information only and shall under no circumstances be essential terms. A delay in delivery shall not constitute a breach of contract and shall not entitle the Buyer to avoid the contract or to any other remedy.

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# 8. Terms & Conditions (Sale and Processing)

12. AJN Steelstock Limited shall not be liable for delay in delivery or failure to make delivery of any goods due to fire, the elements, war, civil commotion, industrial dispute, shortage of raw materials and fuel, shortage of labour, breakdown of plant and machinery, late receipt of the Buyer's specification or other necessary information, acts, orders or regulations of Governments or other regulatory bodies, delay on the part of any subcontractor or supplier or any other cause whatsoever beyond the reasonable control of AJN Steelstock Limited.

13. Each part delivery or instalment of the goods shall be deemed to be sold under a separate contract.

14. Unless otherwise agreed the method of carriage of the goods shall be at the discretion of AJN Steelstock Limited.

15. If AJN Steelstock Limited agrees, the goods may be collected from the site by the Buyer. In such cases, AJN Steelstock Limited shall notify the Buyer when the goods are ready for collection, and the Buyer shall collect them without delay at the specified time. If the goods are not collected by the Buyer within 3 days of being notified they are ready for collection, AJN Steelstock Limited may despatch the goods itself at the Buyer's expense and risk, or store them at the expense and risk of the Buyer.

16. AJN Steelstock Limited reserves the right to charge to the Buyer any costs, charges or expenses incurred by AJN Steelstock Limited as a result of any delivery vehicle being delayed in making or completing delivery because of any act or omission of the Buyer, its servants or agents, or as a result of special requirements or stipulations of the Buyer not provided for in the contract.

17. Delivery shall be deemed to be effective, and the risk in the goods shall pass, from AJN Steelstock Limited to the Buyer when the goods are unloaded at the address nominated by the Buyer or his agent for delivery, save where collection is arranged by the Buyer or his agent, when risk in the goods shall pass when goods are loaded onto the vehicle collecting them.

**SUPPLY AND ACCEPTANCE OF THE GOODS**

18. AJN Steelstock Limited reserves the right to deliver and charge for goods within the manufacturers' tolerances as to weight, dimension and quantity.

19. AJN Steelstock Limited reserves the right to supply the goods from any of its sites or from any location or to sub-contract any part of the contract.

20.

(a) Where the contract provides for testing or inspection of the goods by or on behalf of the Buyer before delivery whether at AJN Steelstock Limited's site or elsewhere, then upon AJN Steelstock Limited giving notice of the availability of the goods for inspection/testing the Buyer shall inspect and/or test the goods within 7 days of such notice.

(b) If:

(i) the Buyer does not inspect or test the goods within the time specified, or

(ii) the Buyer does not, within 14 days of such testing or inspection, notify AJN Steelstock Limited in writing that the goods are not in accordance with the contract, specifying the matter complained of,

then the Buyer shall conclusively be deemed to have accepted the goods as being in accordance with the contract and shall not later be entitled to reject the goods on the grounds of anything which such testing or inspection has or would have revealed.

21. The Buyer shall be deemed to have accepted the goods and it shall be conclusively agreed that the goods are in accordance with the contract, unless:

(a) the Buyer gives notice in accordance with Condition 20, after testing or inspection, that the goods are not in accordance with the contract, or;

(b) in respect of material suffering from any defect apparent from careful inspection or reasonable testing the Buyer:

(i) gives an appropriately qualified signature eg "goods received damaged (signed)" on the delivery note, and

(ii) advises AJN Steelstock Limited in writing within 7 days of receipt of the goods and prior to their use or resale, and

(iii) gives AJN Steelstock Limited the opportunity to inspect the goods within a further 3 days and before they have been used or resold;

(c) with regard to a defect in the quality or state of the goods or other respect in which the goods are not in accordance with the contract which would not be apparent upon careful inspection or reasonable testing, the Buyer serves upon AJN Steelstock Limited written notice of such defect or respect forthwith upon its discovery and in any event not more than 12 months after receipt of the goods specifying the matters complained of and affording to AJN Steelstock Limited a reasonable opportunity of inspecting the goods before any making good or replacement is undertaken. The Buyer shall still be required to give AJN Steelstock Limited the opportunity to inspect the goods even where they have been incorporated into the property of a third party or the goods are located in, upon or under the premises or land of a third party.

22. Claims by the Buyer for non-delivery of goods shall only be considered by AJN Steelstock Limited if:

(a) in any case of partial non-delivery of goods the Buyer:

(i) gives an appropriately qualified signature e.g. "goods received incomplete (signed)" on the delivery note, and

(ii) advises AJN Steelstock Limited in writing within 14 days of receipt of the goods and prior to their use or resale, and

(iii) gives AJN Steelstock Limited the opportunity to inspect the goods within a further 3 days and before they have been used, or resold;

(b) in any case of total non-delivery of goods the Buyer advises AJN Steelstock Limited in writing within 14 days of the date of AJN Steelstock Limited's despatch documents.

# 8. Terms & Conditions (Sale and Processing)

23. In any case of total or partial non-delivery of goods, or damage to goods in transit, where the goods are transported by an independent freight carrier, AJN Steelstock Limited shall have no liability unless the Buyer has complied in all respects with the freight carrier's conditions of carriage for notifying claims for loss or damage in transit.

**QUALITY OF THE GOODS**

24. AJN Steelstock Limited accepts no responsibility for the accuracy of drawings, patterns or specifications supplied by the Buyer. The Buyer shall indemnify AJN Steelstock Limited against all claims whatsoever for damages and costs and against all liability in respect of any infringement of patent or other intellectual property rights resulting from compliance with the Buyer's instructions express or implied.

25. Goods supplied by AJN Steelstock Limited will comply with the specification and standard, if any, detailed on AJN Steelstock Limited's despatch documents (subject to any contrary provision of these conditions).

26.

    (a) Except as expressly stated in these conditions, any condition or warranty, statement or undertaking as to the quality of the goods, or their fitness or suitability for any purpose, however and whenever expressed, or which may be implied by statute, custom of the trade, or otherwise, is hereby excluded.

    (b) Without prejudice to the foregoing, no statement or undertaking contained in any British Standard, Euronorm, ISO Recommendation, or other standard or technical specification as to the suitability of the goods for any purpose shall give rise to any legal liability.

    (c) The Buyer must satisfy itself that the goods are suitable for any product or application for which they are to be used before the goods are incorporated into such product or application. AJN Steelstock Limited does not warrant that the goods are suitable for the Buyer's purpose.

27. Provided that the Buyer has complied with the terms of Conditions 20 and 21, whichever may be applicable, and subject to the provisions of Condition 27 and 28 below, if the goods or any part of them are defective in quality or state or not in accordance with Condition 24 or (save for discrepancy in weight or quantity) otherwise not in accordance with the contract then:

    (a) AJN Steelstock Limited and the Buyer may agree that the Buyer should accept the goods at an agreed value; and

    (b) if AJN Steelstock Limited and the Buyer do not agree the matters in (a) above, AJN Steelstock Limited will (at its option):

        (i) repair or make good the goods at AJN Steelstock Limited's expense; or

        (ii) accept a return of the goods and refund or credit the Buyer the invoice price of the relevant goods (including carriage, pallets, cases, packings and test certificates where appropriate), together with any reasonable transport costs incurred by the Buyer in transporting the relevant goods from the place of original delivery of such goods to AJN Steelstock Limited's site from which they were despatched or to such other place as AJN Steelstock Limited may nominate, or

        (iii) accept a return of the goods and replace the goods by delivering replacement goods to the original place of delivery as soon as may be reasonably practicable.

28. The liability of AJN Steelstock Limited for defective goods or breach of Condition 24, however arising, shall be limited to the remedies and amounts stated in Condition 26. Under no circumstances shall AJN Steelstock Limited be liable for any other loss, damage or expense whatsoever occasioned by any defect in the goods or breach of Condition 24.

29.

    (a) Goods sold as *non-prime* or as *untested* or defective goods accepted by the Buyer pursuant to Condition 26 which AJN Steelstock Limited and the Buyer agree to be *non-prime* ("Non-Prime Goods") are sold in their actual state, as seen, without warranty and with all faults whether or not the goods have been inspected by the Buyer prior to delivery.

    (b) Any statement, specification, description or other information provided by AJN Steelstock Limited in respect of Non-Prime Goods is given in good faith but AJN Steelstock Limited can accept no responsibility for its accuracy.

    (c) Under no circumstances will AJN Steelstock Limited be under an obligation to replace or make good Non-Prime Goods, or liable for any defect in such goods.

    (d) If the Buyer shall re-sell Non-Prime Goods, the Buyer shall ensure that a provision in similar form to this condition is incorporated in the re-sale agreement unless prior to reselling the goods, the Buyer has caused the goods or such part of the goods as the Buyer resells to comply with a recognised specification or standard.

    (e) The Buyer shall indemnify AJN Steelstock Limited against all claims, losses, liabilities, costs and expenses incurred or suffered by AJN Steelstock Limited in connection with any claims which arise out of loss or damage to property or injury to or death of any person caused or alleged to be caused by or as a consequence of the use by the Buyer of Non-Prime Goods or the Buyer supplying any Non-Prime Goods to any third party, or goods which have as a component or components, includes or is otherwise manufactured from any Non-Prime Goods.

**LIMITATION OF LIABILITY**

30. The restrictions on liability in Conditions 30 – 32 below, apply to every liability arising under or in connection with the contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise. The provisions of Conditions 30-32 survive termination of the contract.

31. Nothing in the contract limits any liability which cannot legally be limited, including liability for:

    (a) death or personal injury caused by negligence;

# 8. Terms & Conditions (Sale and Processing)

(b) fraud or fraudulent misrepresentation;

(c) breach of the terms implied by section 12 of the Sale of Goods Act 1979; or

(d) defective products under the Consumer Protection Act 1987.

32. Subject to Condition 30, AJN Steelstock Limited's total liability to the Customer shall not exceed the purchase price of the goods actually paid by the Buyer under the contract.

33. Subject to Condition 30, AJN Steelstock Limited's liability for the following types of loss is wholly excluded:

(a) loss of profits;

(b) loss of sales or business;

(c) loss of agreements or contracts;

(d) loss of anticipated savings;

(e) loss of use or corruption of software, data or information;

(f) loss of or damage to goodwill; and

(g) indirect or consequential loss.

34. AJN Steelstock Limited has drawn up these Conditions of Sale having considered the provisions of the Unfair Contract Terms Act 1977 as amended, and considers them to be fair and reasonable and its prices are based on contracts made under these conditions. In the event that the Buyer considers any of these terms to be unreasonable, it must inform AJN Steelstock Limited before entering into any contract otherwise it will be deemed to have accepted that these conditions are fair and reasonable.

**TITLE TO THE GOODS**

35.

(a) All goods supplied by AJN Steelstock Limited to the Buyer shall remain the property of AJN Steelstock Limited until such time as all sums due to AJN Steelstock Limited from the Buyer whether in respect of goods supplied by AJN Steelstock Limited to the Buyer or otherwise are paid in full or the goods are incorporated in or utilised in the manufacture of products. Until such time the Buyer shall in all respects treat and deal with the goods as the bailee of AJN Steelstock Limited and shall store the goods so that they are readily identifiable as the property of AJN Steelstock Limited save that, subject to (c) below, the Buyer shall be at liberty to resell the goods in the normal course of trading. Until full payment of all sums due to AJN Steelstock Limited have been made the Buyer shall not be entitled to dispose of any property in the goods (by sale or otherwise) to the holding company of the Buyer or to any subsidiary of the Buyer or of such holding company.

For the purposes of this condition decoiling, cutting, shearing, slitting, painting or rebundling of goods shall not constitute the manufacture of a product or products.

(b) Until such time as property in the goods passes to the Buyer, AJN Steelstock Limited (and without prejudice to its other rights) may retake possession of the goods and AJN Steelstock Limited, its servants or its agents shall be deemed to have been granted an irrevocable licence by the Buyer to enter upon the Buyer's premises or premises under the Buyer's control with or without vehicles for this purpose.

(c) In the event of any resale by the Buyer of AJN Steelstock Limited's goods, the beneficial entitlement of AJN Steelstock Limited shall attach to any claim against the Buyer's purchaser, and to any proceeds of that sale so that such claims or proceeds of sale shall be held in trust for AJN Steelstock Limited and the Buyer shall have a fiduciary duty to account to AJN Steelstock Limited for that claim and any proceeds of sale. Where proceeds of such a resale are received by the Buyer, he shall keep them in a separate account as agent for AJN Steelstock Limited until the proceeds are handed over to AJN Steelstock Limited.

**TERMINATION**

36. AJN Steelstock Limited shall be entitled without prejudice to its other rights and remedies either to terminate wholly or in part any or every contract between itself and the Buyer or to suspend any further deliveries under any or every contract in any of the following events:

(a) if any debt is due and payable by the Buyer to AJN Steelstock Limited but is unpaid;

(b) if the Buyer has failed to provide any letter of credit, bill of exchange or any other security required by the contract provided that in such event the aforesaid rights of termination or suspension shall apply only in regard to the particular contract in respect of which the Buyer shall have so failed;

(c) if the Buyer has failed to take delivery of the goods under any contract between it and AJN Steelstock Limited otherwise than in accordance with the Buyer's contractual rights;

(d) if AJN Steelstock Limited obtains any unfavourable reports on the financial standing of the Buyer;

(e) if any distress execution or other legal process shall be levied against the Buyer or if the Buyer becomes insolvent or enters into any composition or arrangement (including a voluntary arrangement) with its creditors or, being a body corporate, has passed a resolution for voluntary winding up except where solely for the purpose of reconstruction or if a petition has been presented for an order for its winding up or for a Receiver (including an Administrative Receiver) or Administrator to be appointed or if any such order or appointment is made or if, being an individual or partnership, the Buyer suspends payment of his or their debts in whole or in

# 8. Terms & Conditions (Sale and Processing)

part or if an application has been made for an Interim Order or a petition has been presented for a Bankruptcy Order or if any such order is made or if the Buyer, whether or not a body corporate, shall carry out or be subject to any analogous act or proceedings under foreign law.

37. AJN Steelstock Limited shall be entitled to exercise its rights of termination or suspension at any time during which the event or default giving rise to the right of termination or suspension has not ceased or been remedied and, in the event of any suspension, AJN Steelstock Limited shall be entitled as a condition of resuming delivery under any contract between it and the Buyer to require prepayment of, or such security as it may require for the payment of, the price of any further delivery.

**GENERAL**

38. The Buyer shall not be entitled to withhold payment of any amount payable under the contract to AJN Steelstock Limited because of any disputed claim of the Buyer in respect of defective goods or any other alleged breach of the contract, nor shall the Buyer be entitled to set off against any amount payable under the contract to AJN Steelstock Limited any monies which are not then presently payable by AJN Steelstock Limited or for which AJN Steelstock Limited disputes liability.

39. AJN Steelstock Limited's rights shall not be prejudiced or restricted by any indulgence or forbearance extended to the Buyer and no waiver by AJN Steelstock Limited in respect of any breach shall operate as a waiver in respect of any subsequent breach.

40. In the event that, for any reason, any provision or provisions in these conditions or any part thereof is or is held to be void, unenforceable or otherwise invalid, any contract made which incorporates these conditions shall continue to be fully binding and all other conditions herein, including the remainder of any condition where the effect of some part thereof is avoided shall remain fully effective.

41. No contract for sale, which is subject to these conditions may be assigned by the Buyer without the prior written consent of AJN Steelstock Limited.

42. For the purpose of these conditions the expressions *holding company* and *subsidiary* shall have the meaning attributed to them by Section 1159 of the Companies Act 2006.

43. The provisions of these conditions shall remain in full force and effect notwithstanding that the parties' obligations under any contract may have been performed or discharged.

44. These conditions and the contract, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, shall be governed by and construed in accordance with the law of England and Wales.

45. Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with these conditions and/or the contract or its subject matter or formation.

# 8. Terms & Conditions (Sale and Processing)

## AJN STEELSTOCK LTD – TERMS AND CONDITIONS OF PROCESSING

**TECHNICAL STANDARDS**

**1. GENERAL**

1.1 All construction products which fall within the scope of the harmonised European Standard after the 1st July 2013 are supplied to AJN Steelstock Ltd as CE compliant.
1.2 According to the Construction Product Regulation (305/2011) all Fabricated Steel Products placed on the market by AJN Steelstock Ltd are CE marked after 1st July 2014.
1.3 The Declaration of Performance (DoP) serves to deliver the information about the essential characteristics of the product that AJN Steelstock Ltd is making available on the market.
1.4 All the information supplied with the DoP is obtained by strictly applying the methods and criteria provided by the relevant harmonised standard.
1.5 The various DoP's can be viewed and downloaded at http://www.ajnsteelstock.co.uk/downloads-resources/
1.6 A CE mark indicates that a product is consistent with its Declaration of Performance (DoP).
1.7 Manufacturing is in accordance with BS EN1090-2, EXC2 (unless otherwise stated)

**2. DRAWINGS**

**2.1 DSTV/NC Files**

2.1.1 It is the customer's responsibility to check that files supplied are correct and are the final issue.
2.1.2 Components will be manufactured to the DSTV/NC file and not to any accompanying drawings.
2.1.3 Quantities of components produced will be the quantities specified in the DSTV/NC file unless written instructions are given to the contrary.
2.1.4 Where Top Flange Unpainted has been specified the unpainted flange will be the top flange contained within the DSTV/NC file.
2.1.5 Plates will be supplied as a 2D component. Any through thickness shaping must be advised and alternative drawings supplied.
2.1.6 Raised flooring patterned faces are not detailed on DSTV/NC files. Files for this material must be accompanied by PDF or other drawings that show how components are handed.

**2.2 StruCad Models**

2.2.1 Models must be fully updated, marked and saved prior to enquiry to ensure NC files are final issue.

**2.3 Cad Files**

2.3.1 DXF/DWG files must be full size with a scale of 1:1. Manually over written dimensions will not be accepted.
2.3.2 Text can be lost during import and must be sent separately.

**2.4 Hand Drawings**

2.4.1 Faxes distort during sending so fully dimensioned detailing required.
2.4.2 Where Drawings are provided instead of DSTV/NC files parts must be manually programmed. Drawings of the programmed parts will be sent for customer approval, they are a copy of what will be manufactured and must be checked thoroughly.
2.4.3 Manufacture will not commence until approval is given.

**3. THERMAL CUTTING**

3.1 Unless otherwise specified Profiles are cut using High Performance Plasma which produces a slight edge taper.
3.2 Holes in these profiles will be thermally cut using "True Hole" technology producing "bolt-hole" quality. We cannot guarantee however that a tolerance of +/- 0.5 mm can be adhered to. Should hole tolerance or taper be critical you must request drilled holes.
3.3 Drilled holes are only included if stated on our quotation.
3.4 A light coating of oil in areas around drilled holes will be present due to processing.
3.5 Drilled plates may have a combination of plasma and gas cut edges.
3.6 All plates above 55mm will be flame cut. Profiles less than 55mm thick will only be flame cut if requested.
3.7 Re-entrant corners and notches on cut-outs will be detailed with a standard 10 mm corner radius, regardless of execution class. Where models or DSTV/NC files are supplied, any cut-out will be supplied as specified in the file rather than the drawing.
3.8 The profile on thermally cut edges may occasionally fall short of the requirements of BS EN ISO 9013:2002 7.2.3 and may require light finishing by customers to meet the requirement.
3.9 Long narrow components are liable to distort and may not remain flat or straight. Should flame straightening be required it is the responsibility of the customer to arrange this through a qualified party.
3.10 Edges of profiles will be hardened by the thermal cutting process. Edge hardness testing suggests thermally cut S355 material may require up to 0.8mm removed from cut edges and S275 material may require up to 0.5mm to reduce edge hardness below 380 Hv.

4. **MANUAL THERMAL CUTTING/ NOTCHING**

4.1 Notching of sections is carried out using a hand held thermal cutting process and may result in cut edge hardness exceeding 380 Hv. AJN Steelstock cannot test this process as manual cutting will not give consistently repeatable results. It is therefore not CE Certified.
Notches may be dressed to remove sharp edges and cutting defects. The customer must determine how much material may need removing to reduce edge hardness before it is fit for purpose.

**5. MARKING**

5.1 Parts processed on automatic lines can be hard stamped or etched with identification on request. All other parts will be marked with paint markers. Parts that are to be galvanised should be identified so a compatible marker can be used.

**6. MATERIAL**

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# 8. Terms & Conditions (Sale and Processing)

6.1 Unless otherwise specified material is supplied as self-colour. Beams and columns may be stored externally and may be subject to surface oxidisation. Hollow and bright sections may be covered in a preservative oil. With the exception of some sheet materials, products cannot be guaranteed to be rust free at the point of delivery.
6.2 If no 'EN' specification is requested on Hollow Sections at the enquiry stage then we reserve the right to quote this product "Cold Formed" (BS EN 10219) or "Hot finished" (BS EN 10210). This will be advised on the quotation.
6.3 Grade; where the word 'Minimum' or 'Min' appears on the grade we reserve the right to supply material of a superior Charpy designation at our discretion. i.e. EN10025 S355 JR Min, could be supplied as EN10025 S35S JO.

**7. PACKAGING**
7.1 Any special packaging requirements must be agreed prior to order being placed

**8. SHOTBLASTING & PAINTING**
8.1.1 Most sections and profiled parts can be shotblasted and painted upon request.
8.1.2 The SHOTBLASTING process generates heat which may cause the straightness tolerances to be challenged. The most common affected sections are Channels and Tubes.
8.1.3 Material that is <=5mm thick may distort when shotblasted. AJN Steelstock Ltd will not accept responsibility if this process is requested on these products.

**8.2 SHOTBLASTING ONLY**
8.2.1 Parts and sections are blasted to minimum SA2½, the surface finish of blast only material can only be guaranteed at the time of blasting as it quickly deteriorates during the distribution process. This material can be wrapped on request to postpone deterioration.
8.2.2 We are unable to guarantee that shotblast only material will not have paint residue on the material
8.2.3 It is impossible to avoid small deposits of shot getting into tubes.

**8.3 PAINTING**
8.3.1 Painted material is shotblasted to minimum SA2½ then coated with a minimum 30 microns of pre-fabrication primer. This shop primer only affords temporary protection. Sections are painted prior to further processing, and this coating may be damaged during handling and processing
8.3.2 Cold formed hollow sections may be oiled and this can reduce the adhesion of the primer coating. Primer adhesion on these products cannot be guaranteed.
8.3.3 Full specification of the primer paint can be provided upon request or it is available on our website http://www.ajnsteelstock.co.uk/downloads-resources/

**9. SAWS**
9.1 We are unable to deburr material after sawing and Customers are advised to take the necessary Health & Safety precautions to prevent the possibility of accidents
9.2 All lengths shown on mitre cutting are to be advised as long to long/overall measurements.

**10. HANDLING**
10.1 Mechanical handling can cause surface scratches, Customers are requested to advice if a scratch free surface is required prior to order.
10.2 Although we cannot guarantee a scratch free product, we will endeavour to keep the scratching down to a minimum.

**11. DELIVERY**
11.1 Once our driver has checked and unchained his load, it becomes the responsibility of the Customer to ensure that the delivery is made in a safe manner. The driver is not allowed to operate any lifting equipment and will only assist if, in his opinion, the delivery can be made safely and without risk. Our drivers have the full support of the company to abandon any delivery that they feel is unsafe.
11.2 Delivery dates are given as a guidance only and are not guaranteed.

**12. CREDIT CONTROL**
12.1 Stock will not be reserved until credit clearance has been achieved. Delays may subsequently mean that stock has been sold elsewhere
12.2 Delays due to credit issues may adversely affect ultimate delivery dates.

**PROCCESSING TOLERANCE TABLE**

| Process | Tolerance | Notes |
|---|---|---|
| Saw | +/-2mm | up to 10m length |
| | +/-3mm | above 10m |
| Mitre cut | +/-1 degree | |
| Holes | +/-2mm | |
| Thermal cut | +/-3mm | 1) Edges will have a bevel to the cut<br>2) Flatness cannot be guaranted but we will endeavour to keep the material as flat as possible |

*Measurement and checks of cut and processed products are performed using calibrated class 2 tape measures. The achievable tolerance and overall accuracy of the measurement process may be limited by this.*

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# 8. Terms & Conditions (Sale and Processing)

**CE MARKING CLASSIFICATION TABLE**

| Execution Class | Quality Level | Example Usage | Test Cert | Traceability |
|---|---|---|---|---|
| **EXC1** | Elementary | Buildings of minor importance for public safety, e.g. agricultural, farm buildings etc. | N/A | Not required |
| **EXC2** | Standard | Normal buildings (Ordinary buildings, not belonging in the other categories) | 2.2/3.1 | Partial |
| **EXC3** | Comprehensive | Buildings whose seismic resistance is of importance in view of the consequences associated with a collapse, e.g. schools, assembly halls, cultural institutions, bridges etc. | 3.1 | Full |
| **EXC4** | Comprehensive | Special structures (i.e. buildings whose integrity during earthquakes is of vital importance for civil protection, e.g. hospitals, fire stations, power plants, etc.) | 3.1/3.2 | Full |

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# 9. FPC Certificate

**Steel Construction Certification Scheme Limited**
4 Whitehall Court, Westminster,
London SW1A 2ES
Tel: +44 (0) 20 7839 3980
Email: sccsinfo@steelconstruction.org
www.steelconstruction.org

## Certificate of Factory Production Control (FPC)

## 2273 – CPR – 0103

In compliance with Regulation (UK) Statutory Instrument 2019 No 465 of the United Kingdom Parliament (The Construction Products (Amendment etc.) (EU Exit) Regulation 2019) and the Construction Products (Amendment etc.) (EU Exit) Regulations 2020., this certificate applies to the construction product(s)'

**Structural Components for Steel Structures**

| UK Designated Standard | Type / Execution Class of the Construction Product | Declaration Method |
|---|---|---|
| BS EN 1090-1:2009+A1:2011 | Load bearing structural steel components up to EXC 4 according to BS EN 1090-2:2018 | 1, 2, 3a and 3b table A.1 of BS EN 1090-1:2009+A1:2011 |

**placed on the market by**

## AJN Steelstock Ltd

**and produced in the factories**

**Icknield Way, Kentford, Newmarket, Suffolk, CB8 7QT**
**Unit 6, Station Road, Kennet, CB8 7QF**
**Gibbs Marsh Trading Estate, Landshire Lane, Henstridge, Templecombe, Somerset, BA8 0TN**

is submitted by the manufacturer to the initial type-testing of the product, a factory production control and to the further testing of samples taken at the factory in accordance with a prescribed test plan and that the Approved Body No. 2273 – Steel Construction Certification Scheme Ltd - has performed the initial inspection of the factory and of the factory production control and performs the continuous surveillance, assessment and approval of the factory production control.

**Attestation** This certificate attests that all provisions concerning the attestation of factory production control described in Annex ZA of the designated standard: **BS EN 1090-1:2009+A1:2011** were applied.

**Date of first issue** **March 2014**

**Date of this issue** **10 March 2022**

**Date of expiry** **09 March 2025**

**Validity Period** This certificate will remain valid as long as neither the designated standard, the construction product, the AVCP methods, nor the manufacturing conditions in the plant are modified significantly, unless suspended or withdrawn by the approved factory production control certification body. This will be monitored regularly by Steel Construction Certification Scheme Ltd. Further clarification regarding the scope of this certificate and the applicability of the relevant UK designated standards requirements (see welding certificate) may be obtained by consulting Steel Construction Certification Scheme Ltd.

To confirm the validity of this certificate, please click on the following link www.steelcertification.co.uk

**Chairman:**
Dr S Pike
MIMMM C.Eng

**Director of Certification:**
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOSH ACQI

# 10. ISO 9001 Certificate

## Steel Construction Certification Scheme

### Certificate of Registration

This is to certify that the
Quality Management System
of

**AJN Steelstock Ltd**
Icknield Way, Kentford, Newmarket, Suffolk, CB8 7QT
Gibbs Marsh Trading Estate, Landshire Lane, Henstridge, Templecombe, Somerset, BA8 0TN
Unit 6, Station Road, Kennet, CB8 7QF

**complies with the requirements of ISO 9001:2015**

The Scope of Registration is:

**Steel stockholding and supply of various steel products, thermal cutting, sawing, drilling, shot blasting, and painting to customer specification.**

| | |
|---|---|
| **Certificate number:** | **Q 136** |
| **Initial registration:** | **March 2014** |
| **Latest issue:** | **10 March 2022** |
| **Expiry date:** | **09 March 2025** |

To confirm the validity of this certificate, please click on the following link www.steelcertification.co.uk

**Chairman:**
Dr S Pike
MIMMM C.Eng

SCCS
UKAS MANAGEMENT SYSTEMS
0021

S.L. Blackman.

**Director of Certification:**
SL Blackman
Dip NEBOSH Env Dip NEBOSH CMIOSH ACQI

Steel Construction Certification Scheme Limited • No. 2370407 Registered in England
Registered Office: 4, Whitehall Court, Westminster, London SW1A 2ES
Tel: +44 (0) 20 7839 3980 • email: sccsinfo@steelconstruction.org • www.steelconstruction.org

# 11. ISO 14001 Certificate (Kentford)

bsi.

By Royal Charter

## Certificate of Registration

ENVIRONMENTAL MANAGEMENT SYSTEM - ISO 14001:2015

This is to certify that:

A J N Steelstock Ltd
Icknield Way
Kentford
Newmarket, Suffolk
CB8 7QT
United Kingdom

Holds Certificate Number: EMS 561026

and operates an Environmental Management System which complies with the requirements of ISO 14001:2015 for the following scope:

**Stockholding and supply of various steel products. Thermal cutting, sawing, drilling, shot blasting, primer painting and delivery of the stock materials to customer requirements where specified.**

For and on behalf of BSI:

Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 2010-09-07
Latest Revision Date: 2022-04-25

Effective Date: 2022-04-26
Expiry Date: 2025-04-25

Page: 1 of 1

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This certificate was issued electronically and remains the property of BSI and is bound by the conditions of contract.
An electronic certificate can be authenticated online.
Printed copies can be validated at www.bsigroup.com/ClientDirectory

Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

# 12. ISO 45001 Certificate

bsi.

By Royal Charter

## Certificate of Registration

OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM - ISO 45001:2018

This is to certify that:

A J N Steelstock Ltd
Icknield Way
Kentford
Newmarket, Suffolk
CB8 7QT
United Kingdom

Holds Certificate Number: OHS 696852

and operates an Occupational Health and Safety Management System which complies with the requirements of ISO 45001:2018 for the following scope:

**Stockholding and supply of various steel products. Thermal cutting, sawing, drilling, shot-blasting and painting of the stock materials to customer requirements.**

For and on behalf of BSI:

Matt Page, Managing Director Assurance - UK & Ireland

Original Registration Date: 2019-06-03
Latest Revision Date: 2022-06-01

Effective Date: 2022-06-03
Expiry Date: 2025-06-02

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A Member of the BSI Group of Companies.

# 12. ISO 45001 Certificate

Certificate No: OHS 696852

| Location | Registered Activities |
|---|---|
| A J N Steelstock Ltd<br>Icknield Way<br>Kentford<br>Newmarket, Suffolk<br>CB8 7QT<br>United Kingdom | Stockholding and supply of various steel products. Thermal cutting, sawing, drilling, shot-blasting and painting of the stock materials to customer requirements. |
| AJN Steelstock Ltd<br>Gibbs Marsh Trading Estate<br>Henstridge<br>Templecombe<br>BA8 0TN<br>United Kingdom | Stockholding and supply of various steel products. Thermal cutting, sawing, drilling, shot-blasting and painting of the stock materials to customer requirements. |

Original Registration Date: 2019-06-03

Latest Revision Date: 2022-06-01

Effective Date: 2022-06-03

Expiry Date: 2025-06-02

Page: 2 of 2

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Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.

# 13. Insurance Certificate

ONE BROKER INSURANCE

First Floor
Winship House
Winship Road
Cambridge CB24 6AP

To Whom It May Concern,

2nd November 2022

RE: A J N Steelstock Ltd

Business Description - Steel Stockholders, including Sawing, Profiling, Drilling, Fabrication, Shot Blasting and Primer Painters; Owners and Occupiers of Property

We can confirm that we act as insurance brokers on behalf of the above insured, and that the following covers are in place:

Employers Liability Insurance

Insurer: Allianz Insurance Plc (Primary Layer)
Manchester Underwriting Management Ltd (Excess Layer)
Policy No: 24/SZ/23032696/10 (Primary Layer)
CA20J0000006884 (Excess Layer)
Expiry Date: 27th October 2023
Limit of Indemnity: £ 10,000,000 each & every claim (Primary Layer)
£ 10,000,000 each & every claim (Excess Layer)
**£ 20,000,000 each & every claim (Total)**

Public Liability Insurance

Insurer: Allianz Insurance Plc (Primary Layer)
XL Catlin (Excess Layer)
Chaucer (Excess Layer)
Policy No: 24/SZ/23032696/10 (Primary Layer)
DOA/XOL/7140041 (Excess Layer)
DOA/XOL/7121411 (Excess Layer)
Expiry Date: 27th October 2023
Limit of Indemnity: £ 5,000,000 each & every claim (Primary Layer)
£ 5,000,000 each & every claim (Excess Layer)
£ 10,000,000 each & every claim (Excess Layer)
**£ 20,000,000 each & every claim (Total)**

Products Liability Insurance

Insurer: Allianz Insurance Plc (Primary Layer)
XL Catlin (Excess Layer)
Chaucer (Excess Layer)
Policy No: 24/SZ/23032696/10 (Primary Layer)
DOA/XOL/7140041 (Excess Layer)
DOA/XOL/7121411 (Excess Layer)
Expiry Date: 27th October 2023
Limit of Indemnity: £ 5,000,000 in the aggregate (Primary Layer)
£ 5,000,000 in the aggregate (Excess Layer)

One Broker is a trading style of
One Broker (Cambridge) Ltd. Authorised and regulated by the Financial Conduct Authority. Registered in England and Wales No. 01149934
One Broker (Norwich) Ltd. Authorised and regulated by the Financial Conduct Authority. Registered in England and Wales No. 07131737
Registered address: Discovery House, 4 Norwich Business Park, Whiting Road, Norwich NR4 6DJ

# 13. Insurance Certificate

ONE BROKER
INSURANCE

First Floor
Winship House
Winship Road
Cambridge CB24 6AP

£ 10,000,000 in the aggregate (Excess Layer)
**£ 20,000,000 in the aggregate (Total)**

Contract Works Insurance

Insurer: HSB Engineering Insurance Limited
Policy No: 006403789
Expiry Date: 24th May 2023
Hired In Plant Value: £ 500,000

**Please Note:**
The information provided in this document provides a brief overview of covers in place at the time this was sent. The full details of the above policies, including terms and conditions, are provided in their respective policy documentation. The expiry date given represents the normal expiry date of the policy. This document does not change cover provided. The cover stated above may change or be cancelled, and we are under no obligation to advise you as such.

Please contact us if you require any further information.

Yours faithfully,

Louise Bronson
Broking Executive
One Broker Ltd
Tel: 01223 792282
Email: louise.bronson@onebroker.co.uk

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Registered address: Discovery House, 4 Norwich Business Park, Whiting Road, Norwich NR4 6DJ