

Acal BFi













**Europe's leading supplier of
specialist technologies**

QUALITY INFORMATION PACK

An Introduction to Acal BFi UK Limited

Operating in multiple niche technologies and markets

Specialist markets we serve	Energy	Networking & Comms	Military and Security	Industrial
	Automotive and Transportation	Medical and Healthcare	Aerospace and Defence	Scientific

Specialist niche technologies	Cables & Connectors 	Electro-mechanical 	Embedded computing 	Fibre optic components 
	Imaging 	M2M and Wireless modules 	Magnetic components 	Photonics 
	Power 	RF and Frequency control 	Test and Measurement 	Semiconductors & sensors 

Strong relationships with technology leading suppliers bring the best ranges and product choices



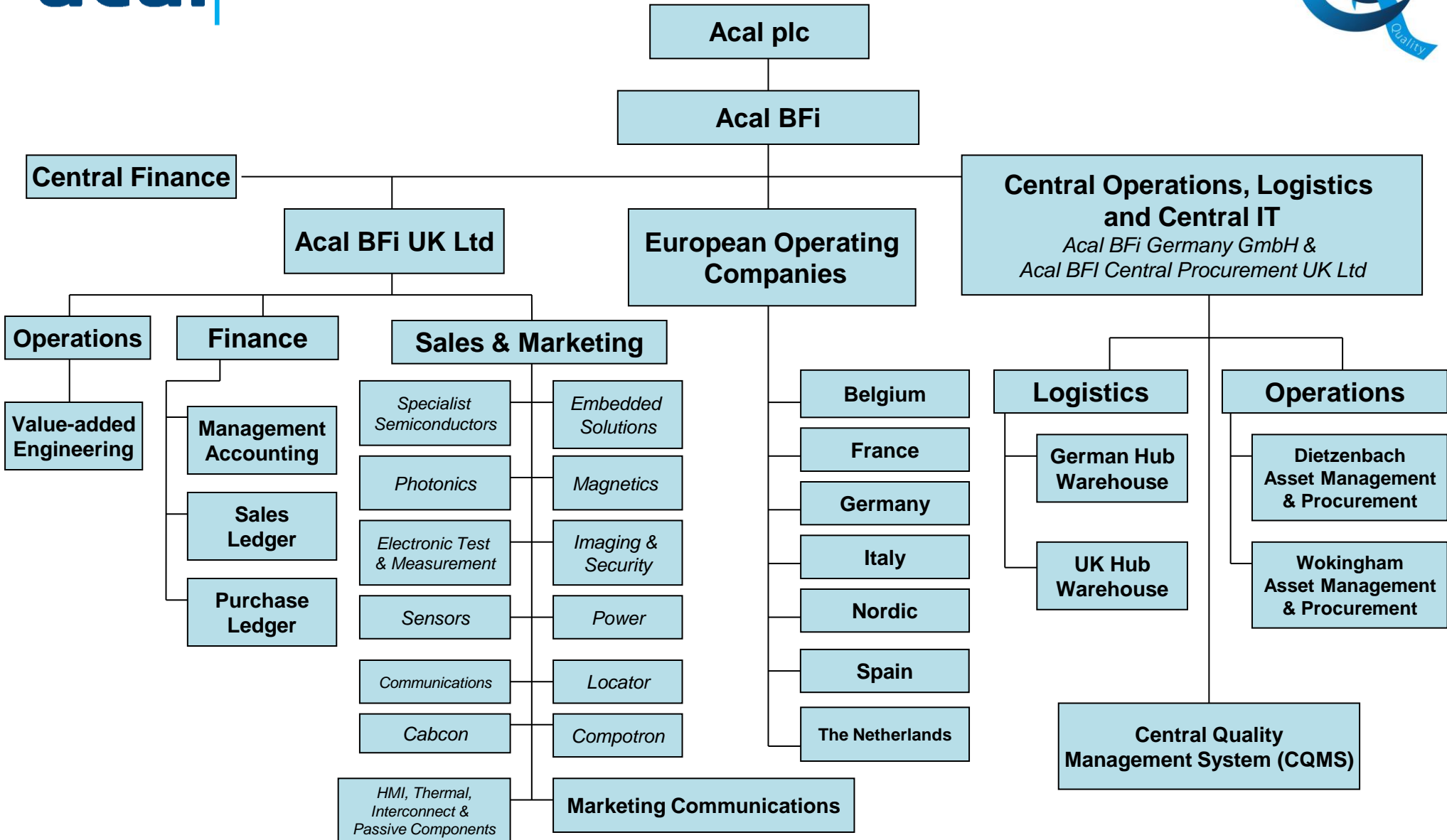
Acal plc - Highlights

- Group Sales of £287.7m in FY16
- Top Ten European Distribution Group (Lennox Report)
- Established Business Operations across Europe
- Autonomous Locally Managed Resources and Country Sales and Marketing Operations
- Centralised Support Infrastructure – Logistics, IT, Warehousing, Finance
- Customisation of products to meet bespoke customer requirements
- Asian fulfillment centre to support customers who design in Europe and manufacture in Asia

Acal BFi UK Ltd – Company History

- April 2003 - Formation of ACAL Technology Limited
- April 2005 - Merger between ACAL Technology Limited (the retained name) and ACAL Electronics Limited
- April 2006 - The business of ACAL TC Limited (formerly Townsend Coates, Leicester) merged with and became a division of ACAL Technology Limited
- January 2007 - The business of ACAL Radiatron Limited merged with and became a division of ACAL Technology Limited
- August 2008 - ACAL TC operation in Leicester relocated to Wokingham and Hook
- October 2010 - Merger of Acal Technology UK Ltd and BFi Optilas UK Ltd to form new company Acal BFi UK Ltd
- November 2011 - Relocation of Hook Warehouse to Ashville Way, Wokingham.
- November 2012 - Refurbishment and expansion of Value Add Services
- August 2013 – Acal Plc completes the acquisition of Young Electronics Group (YEG)
- March 2014 – Completion of integration of Young Electronics Group business into Acal BFi UK
- April 2014 – UK Hub warehouse relocated to Bracknell
- April 2014 – YEG warehouse relocated into UK Hub warehouse in Bracknell
- November 2015 – Milton Keynes office relocated into serviced offices

Structure



OPERATING COMPANY DETAILS

Acal BFi UK Limited
3 The Business Centre
Molly Millars Lane
Wokingham
Berkshire RG41 2EY
ENGLAND

Telephone No. 0118 978 8878
Facsimile No. 0118 977 6095

Email: info@acalbfi.co.uk
Web: www.acalbfi.co.uk

Acal BFi UK Limited
Suite 109, Challenge House
Sherwood Drive
Bletchley, Milton Keynes
Buckinghamshire MK3 6DP
ENGLAND

Telephone No. 01908 533460

Email: info@acalbfi.co.uk
Web: www.acalbfi.co.uk

Registration No: 1803787

Standard Industrial Classification : SIC 46140

PREMISES (Acal BFi UK Ltd)

Wokingham	Value Added Services	-	1154 sqm
3066sqm	General Admin/Sales & Mktg	-	1912 sqm
Milton Keynes	Sales & Marketing	-	349 sqm

WAREHOUSING & ASSET MANAGEMENT

Dietzenbach	Warehouse & Logistics Asset Management	-	2600 sqm
Bracknell	Warehouse & Logistics	-	3000 sqm

PARENT COMPANY

Acal Plc
2 Chancellor Court
Occam Road
Surrey Research Park
Guildford
Surrey GU2 7AH
ENGLAND

Telephone No. 01483 544 500
Facsimile No. 01483 544 550

Email: info@acalplc.co.uk
Web: www.acalplc.co.uk

TOTAL NUMBER OF EMPLOYEES IN UK OPERATING COMPANIES*

To include all locations		153
Finance	-	14
HR/Admin	-	2
IT/Web/Marketing	-	10
Purchasing	-	16
Value Added Services	-	11
QA/ QC	-	4
Logistics	-	17
Internal Sales	-	35
External Sales	-	37
Technical	-	7

* Numbers may vary

ACAL BFi UK LTD CONTACTS FOR QUALITY ISSUES

	PRODUCTS	CONTACTS First point of contact for Enquiries Complaints, Product Returns etc.	QUALITY MANAGEMENT SYSTEM
Strategic Business Unit Products	Semiconductors Communications Sensors Thermal Interconnect Power Frequency Control	<u>Customer Service</u> Wokingham Office: Tel: 0044 118 978 8878	<u>Quality Manager</u> Heather Rolfe Tel: 0044 118 902 9637 Email: heather.rolfe@acalbfi.com <u>Senior Quality Assurance Engineer</u> Richard Beavin Tel: 0044 118 902 9655 Email: richard.beavin@acalbfi.com
	Magnetics Photonics Imaging Security Electronic Test & Management	<u>Customer Service</u> Milton Keynes Office: Tel: 0044 1908 533 460	<u>Quality Administrator</u> Lorraine Allen Tel: 0044 118 902 9604 Email: lorraine.allen@acalbfi.com
Embedded Computing	Boards & Systems	Lorraine Fox Tel: 0044 118 902 9620 Email: lorraine.fox@acalbfi.co.uk	<u>Frequency products only</u> Tejas Parmar (Frequency Quality Manager) Tel: 0044 118 902 9603 Email: tejaskumar.parmar@acalbfi.co.uk

HSBC Bank plc
8 Canada Square
London
E14 5HQ

BIC : MIDLGB22

Currency	Sort Code	Account No	IBAN No: (if required)
GBP Sterling	40 24 10	31416227	GB58MIDL40241031416227
EUR Euro	40 05 15	67636691	GB18MIDL40051567636691
USD Dollar	40 05 15	67635660	GB16MIDL40051567635660
JPY Yen	40 05 15	67636836	GB80MIDL40051567636836

Bank Account Name: Acal BFi UK Limited

Our Terms of trade are **30 days** net

Our VAT registration number is GB 438 1734 43

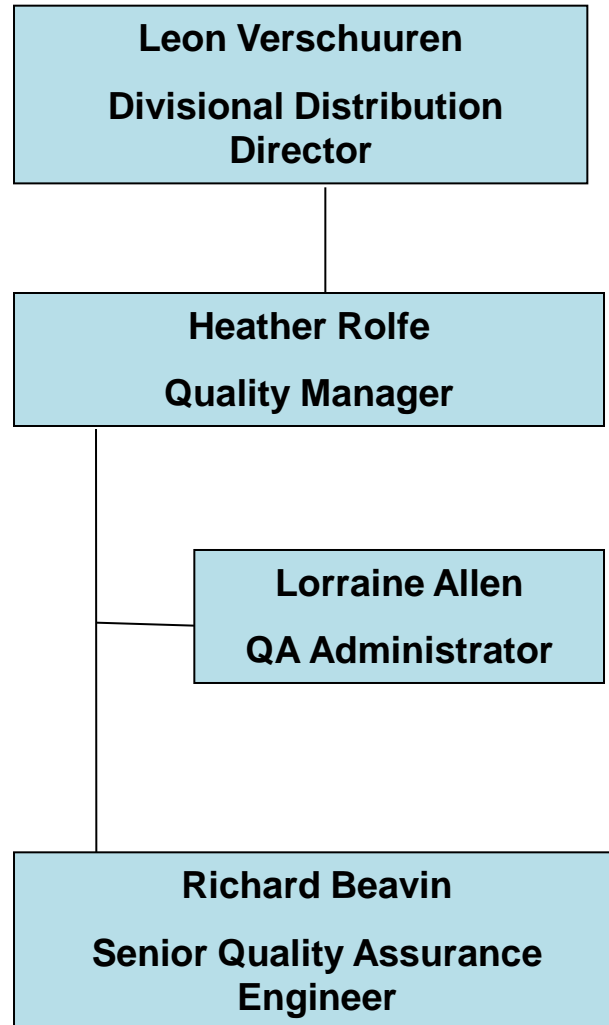
Dunn & Bradstreet no. 29-476-8155

For further information contact: finance@acalbfi.co.uk

Main responsibilities

Quality

- Central Quality Management System
- Core processes & procedures
- ISO9001 support and ongoing approval
- CQMS Documentation control and administration
- Supplier quality approvals
- Equipment calibration
- Induction process
- UK Internal audits
- Value Add Support
- Customer complaints
- Supplier performance reviews
- Quality performance reports



Main responsibilities

Facilities

- Budgets and approvals
- Resource management
- Building and equipment maintenance and repair
- Compliance records, approvals and licences
- Work Related Road Safety
- Health & Safety management (3 locations)
- Risk assessments
- Fire risk management
- WEEE reporting

Quality Policy



We provide technically demanding, customised electronic and photonic products to industrial manufacturers. Our products come from a range of high-quality international suppliers and Acal's own Design & Manufacturing division. Through our wealth of technology expertise we help customers to solve technical challenges and innovate by creating application specific product designs.

Our management system complies with the requirements of ISO 9001 'Quality Management Systems'.

Our quality policy is to:

- provide quality products and services to our customers that fully satisfy their requirements
- promote customer satisfaction by consistently providing products and services that meet or exceed customers' expectations;
- effectively cooperate and collaborate with all stakeholders to achieve the Acal BFI goals and objectives;
- continually improve the effectiveness of both the quality management system and the provision of all our services and products;
- ensure all staff are trained and briefed on all quality documentation so that they can implement the policies and procedures in their work;
- satisfy all applicable, statutory and regulatory requirements.

The Country Directors and their senior management teams are responsible for implementing the Policy.

This will be achieved by:

- establishing, implementing and maintaining a quality management system certified against ISO 9001;
- setting and reviewing measurable quality objectives and ensuring those objectives are met;
- providing the necessary resources to support the full implementation of the Policy;
- reviewing the effectiveness of the quality management system and assessing opportunities for continuous improvement;
- fostering a culture which encourages early identification of problems and the adoption of effective and efficient preventive and corrective actions;
- open communication with employees, suppliers, subcontractors and customers on quality issues encouraging them to participate and contribute to performance improvements;
- giving responsibility to the individual employee for quality of their own work, for adopting the quality objectives and to limit risks in every part of their own activities.



Quality Embedded

Signed on behalf of the Acal BFI Divisional Management Team



Paul Webster,
Group Product Management &
Operations Director



Mairith Pangels,
Group Strategy &
Development Director

August 2016

STANDARD APPROVALS

ISO 9001:2008
MIL-DTL-38999

CERTIFICATE NOS.

RS 00402
031977 (control no.)

SUPPLIER APPROVALS

Amphenol: Assembly and Distribution of Military Circular Connectors to MIL-DTL-38999

CUSTOMER APPROVALS

BAe Systems (Aircraft Business Units)
Thales (Air Systems Division)
Rolls Royce
Airbus UK

bsi.



Certificate of Registration

QUALITY MANAGEMENT SYSTEM - ISO 9001:2008

This is to certify that: **Acal BFI UK Limited**
Molly Millars Lane
Wokingham
RG41 2EY
United Kingdom

Holds Certificate Number: **RS 00402**

and operates a Quality Management System which complies with the requirements of ISO 9001:2008 for the following scope:

The procurement, marketing and selling of power & magnetic components, specialist semiconductors, microsystems, photonics and imaging equipment, sensors, communication devices, electromechanical components, test equipment, and related high technology products including systems together with technical, design, kitting and assembly capabilities as well as the quality management system for calibration services. Sales, marketing, technical support of passive and active electronic components, electro-mechanical components, power modules and ferrite's, embedded boards/systems/display, RF and microwave components and subsystems, imaging products, optic fibre/laser/detector/components and instruments.

For and on behalf of BSI:


Frank Lee, EMEA Compliance & Risk Director

Original Registration Date: 01/07/1988
Latest Revision Date: 20/10/2016

Effective Date: 17/02/2015
Expiry Date: 16/02/2018

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...making excellence a habit.™

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 6PP. 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.

Example of Despatch Note with Lot Traceable C of C

www.acalbfi.co.uk
Email: info-uk@acalbfi.co.uk

ACAL BFI UK Limited
 3 The Business Centre Moly Millars Lane Wokingham Berkshire RG41 2EY
 Tel: +44 (0)118 9788878 Fax: +44 (0)118 9776096

Suite 109 Challenge House Sherwood Drive Blechley Milton Keynes MK3 6DP

WEEE Reg No: WED0000697

DESPATCH NOTE

DESPATCH NOTE N°	
PAGE	1 / 1
DATE	02/12/15
YOUR REF NO	1720276409
CUSTOMER CONTACT	STEVE MARK

DELIVERY ADDRESS

INVOICE ADDRESS

VAT

OUR ORDER NO	ACCOUNT NO
4276262 / SO / 15000	186493
RELATED PO:	PERSON TO CONTACT
1720276409	Teresa Freshwater
DELIVERY INSTRUCTIONS	
DESPATCH NOTE N°	

This document is subject to the Acal BFI UK Ltd trading terms and conditions, a copy of which is available on request. Please quote our Document Number on all correspondence.

LINE NO	ITEM CODE	CUSTOMER PART NO	DESCRIPTION	QUANTITY	LOT N°	SERIAL NUMBER	PICK NOTE
1.000	BOS-FUJ-2001		FUJIKURA SERVICE REPAIR/RECALIBRATION	1	201512020123		1734096
<p>Supplier Reference: F81-SRE001075 Supplier Lot Code: 2B40SK130461 RoHS COMPLIANCE: RoHS - Non Applicable HARMONISED TARIFF CODE: 903190 20 00</p> <p>REPAIR REF 1 X OLF250 OTDR S/N 2B40SK130461. REF SRE001075 / RMA 15 46 065</p>							

*** SHORTAGES OR DAMAGES MUST BE NOTIFIED, IN WRITING, WITHIN THREE WORKING DAYS AFTER RECEIPT. ***

*** NO RETURNS WILL BE ACCEPTED WITHOUT A PRIOR AGREED RETURNS AUTHORISATION NUMBER FROM YOUR ACAL BFI SALES CONTACT. ***

ALL ITEMS ON THIS DESPATCH NOTE ARE RELEASED UNDER RELEASE LEVEL "A" UNLESS OTHERWISE STATED

<p>RELEASE LEVEL A</p> <p>HAS A QUALITY MANAGEMENT SYSTEM THAT CONFORMS TO BS EN ISO9001 FULL LOT TRACEABLE APPROVAL NO. RS 09402 Certified that the whole of the supplies detailed hereon conform in all respects to the contract or order and have been subject to this Quality System requirements in accordance with the conditions of our BFI registration to BS EN ISO9001:2008</p>	<p>RELEASE LEVEL B</p> <p>HAS A QUALITY MANAGEMENT SYSTEM THAT CONFORMS TO BS EN ISO9001 FULL LOT TRACEABLE APPROVAL NO. RS 09402 The supplies detailed hereon have been inspected, tested and unless otherwise signed confirm in all respects to the contract or order and have been maintained within a quality system conforming to BS EN ISO 9001:2008 and registered by BSI.</p>
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Registered in England No. 01803787 Registered Office: 3 The Business Centre, Moly Millars Lane, Wokingham, Berkshire RG41 2EY, VAT Registration No. GB438173443

HEALTH & SAFETY STATEMENT OF INTENT

The Directors of Acal BFi recognise and accept their responsibilities as an employer, within the Acal Plc Group, to conduct the affairs of the company in such a way that the health & safety of its employees, and those who may be affected by its operations will not, in so far as is reasonably practicable, be put at risk.

As a responsible employer, the Directors are committed to meet the legal requirements of the Health & Safety at Work Act 1974 and relevant legislation, in so far as is reasonably practicable, by providing and taking action to :

- Appraise Acal Plc Board of Directors of all the health and safety actions of Acal BFi group companies.
- Promote the effectiveness of the policy.
- Define areas of responsibility for health and safety.
- Provide adequate training for all levels of employment.
- Extend the provisions of the policy to those persons attending any site or premises under the control of the company.
- Provide the necessary resources to enable the policy to be effectively carried out, including the provision of competent technical advice on all matters of health and safety.
- Ensure the health, safety and welfare of all employees whilst undertaking their duties and functions.

ENVIRONMENTAL POLICY

Acal BFi is committed to ongoing environmental improvements and the prevention of pollution. To achieve these commitments Acal BFi has established the following environmental objectives.

- To comply with environmental legislation and regulations and continually review activities with regards to impact on the environment, changing legislation and best practice.
- To deal with suppliers who are environmentally responsible in their business activities and who are committed to continued improvements for the benefit of the environment.
- To reduce energy consumption.
- To encourage the use of recycling wherever possible.
- To reduce waste and ensure that it is disposed of in a manner that is in accordance with current legislation and does no harm to the environment.
- To encourage staff participation in measures to promote and improve environmental issues.

COUNTERFEIT PRODUCT PREVENTION POLICY

Acal BFi (the company) is aware of the dangers of counterfeit product appearing in the supply chain. To minimise the risk of counterfeit products being procured the company undertakes the following processes:-

- Components sold by the company are purchased direct from the product manufacturer as part of the conditions of our franchise agreements with the manufacturers we represent.
- The procurement of products through this authorised channel provides the company with assured sources of supply.
- Certificate of Conformance from our suppliers provides traceability back to the point of origin.
- Suspect parts awareness training for all key employees in the supply chain.
- Validation of subcontractor's procurement methodology and sources of supply where procurement is outsourced to another entity as part of our Value Add assembly service.
- Report discovery of counterfeit parts to other potential users and Government investigative authorities (as required by contract or by law)

ANTI BRIBERY

Acal BFi is committed to applying the highest standard of integrity, honesty and fairness in its business activities all over the world. We take a zero-tolerance approach towards bribery and corruption in all its forms by, or of, its employees or any persons or companies acting for it on its behalf. The Directors and senior management are committed to implementing and enforcing effective procedures to prevent, monitor and eliminate bribery and corruption.

CONFLICT MINERAL POLICY

Acal BFi is committed to being socially, economically and environmentally responsible and will not knowingly procure components that contain minerals that directly or indirectly, finance or benefit armed groups in the Democratic Republic of Congo (DRC) or adjoining countries.

We encourage our suppliers to fully support this policy within their own procurement processes and to provide Acal BFi with accurate country of origin information.

Acal BFi remains committed to supporting our customer's efforts to reach the common goal of a socially and environmentally responsible supply chain and will respond to any requests from EICC-GeSI.

We will conduct reasonable and ongoing country of origin inquiries to clarify the origin of the Gold, Tantalum, Tungsten and Tin used in the products Acal BFi assembles and distributes.

STATEMENT ON RoHS 2 LEGISLATION

The new RoHS Directive 2011/65/EU (RoHS 2) became effective on 03/01/13. RoHS 2 deals with the same hazardous substances and the same maximum concentration limits as Directive 2002/95/EC (RoHS 1). Therefore, all products meeting the substance restrictions of RoHS 1 remain compliant to the substance restrictions of RoHS 2. The scope of RoHS 2 is expanding to phase in the previously excluded categories of medical devices and monitoring & control instruments, as well as certain cables. In addition, RoHS 2 will, for finished EEE1, require the use of the CE mark to demonstrate compliance with the Directive.

As a value added distributor, Acal BFi is committed to complying to all relevant legislation. We are 100% reliant on the manufacturers of the products we sell to provide this information and as such we collect information from our suppliers regarding the status of products supplied to Acal BFi. In some cases we receive a general statement or where a supplier cannot make a statement regarding all of their products we request a certificate of compliance for a specific item.

HANDLING AND STORAGE OF ELECTRONIC COMPONENTS

Moisture Sensitive Devices - All devices are handled in accordance with IPC/JEDEC J-STD-033

Static Sensitive Devices - There are procedures/infrastructures in place and staff are trained in order to comply with IEC 61340-5 and ANSI/ESD

Vibration and Shock Sensitive Devices - Procedures are in place to ensure there is sufficient packing for adequate protection of these devices during normal transit conditions.

While the management of Acal is primarily accountable to its shareholders, in managing the business it takes into account all stakeholders in Acal including employees, customers and suppliers, as well as the local communities and environment in which it operates. In a balanced way, without unnecessarily restricting the optimisation of returns, it endeavours to identify and manage any risks to the value of Acal's business from social, environmental and ethical matters, and to take any opportunities presented by a sensible and considerate approach to such matters to enhance shareholder value. The Board of Acal has adopted policies in relation to corporate social matters, and day-to-day responsibility for implementation of these policies is delegated to the management of Acal's operating companies. In implementing these policies the Group endeavours to ensure that the cost of managing risks is proportionate to their significance to Acal and its business partners. More specifically, Acal's policies cover the following :-

General: Management at all levels in the organisation is committed to taking account of its corporate social responsibility in its actions and endeavours to show due respect for human rights and works to high standards of integrity and ethical propriety. As a multinational organisation, Acal takes account of cultural differences between the various territories in which it operates.

Employees: Acal provides equal opportunities to all employees and prospective employees, and does not discriminate on grounds of colour, ethnic origin, gender, age, religion, political or other opinion, disability or sexual orientation.

Clear and fair terms of employment as well as a fair and competitive remuneration policy are put in place. Employees are encouraged to develop their knowledge and skills and to progress their careers to the mutual benefit of themselves and the companies they work for. It is the responsibility of management to ensure that they comply with all local regulations including those relating to the employment of underage staff. Local business units are responsible for developing and implementing effective arrangements for employee communication.

A great deal of importance is attached to the provision of clean, healthy and safe working conditions. In addition to compliance with all local regulations, Acal promotes working practices which protect the health and safety of its employees and other persons who come on to its premises. The Group endeavours to protect employees from and does not tolerate any sexual, physical or mental harassment. Health and safety matters are kept under regular review by local management and by the Group management committees.

The Group operates a 'whistle-blowing' policy whereby employees may report in confidence any suspected wrongdoing.

Business Relationships: All Acal Group members seek to be honest, fair and competitive in their relationships with all customers and suppliers. Every attempt is made to ensure that products and services are provided to the agreed standards and all reasonable steps are taken to ensure the safety and quality of the goods and services provided. Payment is made to suppliers in accordance with the agreed terms, the relevant goods or services having been satisfactorily delivered. It is Acal's policy that no one in the Group should offer or accept any bribes or other corrupt payments, engage in any anti-competitive practices or knowingly be involved in any fraud or money laundering.

So far as it is able to and taking into account local cultural and regulatory differences, Acal encourages organisations and people with whom it does business to abide by principles of good practice in relation to their corporate social responsibility.

Community and Environment: Each Acal Group company aims to be sensitive to the local community's cultural, social and economic needs, and seeks to ensure that its activities do not harm the communities as places to work and live in. The Group seeks to ensure that its operations do not have a negative impact on the environment. Apart from compliance with all local environmental regulations, Group companies endeavour to promote the effective management of natural resources and encourage energy efficient as well as waste minimisation and recycling where economically viable means of doing so are available. Although the vast majority of products Acal deals with are non-hazardous, where such products are involved it minimises the environmental risks by use of appropriate labelling and technical information in conjunction with proper training and procedures for the handling, storage and disposal of such products. The Group is cognisant of the Restriction of the Use of Hazardous Substances in Electrical and Electronic Equipment Regulations 2004 and the Waste Electrical and Electronic Equipment Regulations, and has implemented procedures to achieve compliance with them.

This Modern Slavery Statement, for the financial year ended 31 March 2016, is issued pursuant to Section 54 of the Modern Slavery Act 2015. Acal is committed to the international effort to abolish all forms of modern slavery, including slavery, servitude, forced or compulsory labour and human trafficking. This Statement describes the steps we have taken, and will plan taking in the future, to ensure, so far as is possible, that modern slavery does not exist in any form in our Group and in our supply chains. In this respect, we plan to develop further and refine our risk management programme over the coming years in order to deliver on our commitment and implement the steps described below.

Our Policies

We do not tolerate modern slavery in any part of our business or our supply chains. We are committed to ensuring that there is transparency in our own business and to tackling modern slavery issues should they ever arise.

We expect the same high standard from our suppliers and contractors. So far as it is able to do, Acal encourages the organisations and people with whom it does business to abide by principles of good practice in relation to their own corporate social responsibility, including the elimination of modern slavery.

Due Diligence Processes

Acal has due diligence processes in place to support the on-going assessment and management of risks associated with newly-acquired companies and the development of relationships with new suppliers.

In addition, at the operating company level, some businesses undertake on-site assessment or evaluations of new suppliers prior to commissioning the supply of products or materials. Generally, these assessments include a visit to supplier factories to better understand attitudes towards, and the arrangements for general labour and working conditions, human rights; child labour; and health and safety management.

Steps to Assess and Manage Risks

In 2015, Acal formally appointed a Group Risk Manager to focus on risk management and compliance across the Group. We maintain an updated Group risk register, which includes evaluation of the risks associated with supply chains and labour practices. A risk questionnaire is issued annually to each operating company so that additional risks to the business are evaluated, incorporated into the risk register (as appropriate) and effectively managed.

During the next financial year, and beyond, we will plan to develop our risk assessment processes to improve our understanding of (a) the risks within our supply chains, (b) our exposure to modern slavery, and (c) how we address such issues should they arise. We will also consider including modern slavery issues in the policies and procedures developed and rolled-out to operating companies for their use when working with suppliers and undertaking supplier assessments/audits.

Training

In the next financial year, to assist our staff in the understanding, identification and reporting of modern slavery risks in our supply chains and businesses, we will consider providing appropriate training and awareness for those involved in procurement and/or supply chain management.

Our Effectiveness in Eliminating Modern Slavery

We will continue to review our internal processes to ensure that our own operations are free from modern slavery, so far as possible, and that we have robust systems in place to identify and manage such issues within our supply chains and businesses.

OCCUPATIONAL HEALTH & SAFETY

- A Company Handbook is maintained on the Company HR system “Octopus” and is updated as required.
- The Company is not currently certified to OHSAS 18001

H & S Policy

- An H & S Policy Statement of Intent and a policy document are published in the Company Handbook.
- Copies are also posted on Company notice boards and reception areas.

H & S Management

- There is a Management group comprising of representatives from various staff areas which meet at appointed intervals to discuss and act upon related issues.
- Monthly reports are produced and passed to the Board of Directors.

First Aid & Accident Recording Procedures

- There is a trained First Aid team and an accident book, located on Octopus

Fire Precautions and Instructions

- Fire Marshals and identified staff are trained in the use of basic fire fighting equipment. Which is maintained and inspected regularly.
- Fire Risk assessments are carried out periodically.
- Full instructions on fire safety procedures, alarm testing and evacuation processes are resident in the health & safety section of the Company Handbook.

Electrical Equipment – Portable Appliance Testing (P.A.T.)

- All mains powered electrical equipment is tested (P.A.T.) by an approved subcontractor to a schedule with records.

Electrical Supplies to Premises

- A Premises Electrical Fixed Wiring Certificate is maintained and electrical work is only carried out by NIC EIC Approved Electrical Contractors.

Manual Handling Risk Assessments

- Manual Handling Risk Assessments and general Risk Assessments are performed periodically and records maintained.
- Appropriate staff are trained in Manual Handling techniques.

Display Screen and Workstation Assessments

- All staff are assessed against a Display Screen and Workstation Questionnaire.

Office Safety

- Office Safety assessments form part of the annual Risk Assessment programme.

Housekeeping

- The premises are cleaned daily by a sub-contracted organisation who take full responsibility for all COSHH requirements appropriate to their cleaning materials.

Soldering Stations

- Procedures exist for the control and maintenance of soldering stations.

WASTE DISPOSAL

General Office Waste (Domestic)

- Removed from the premises daily by the cleaning contractors and collected by local authorities for disposal under the current domestic waste disposal licensing.

Packaging Waste (Industrial)

- Acal BFi UK Ltd is aware of the Producer Responsibility Obligations (Packaging Waste) Regulations 2005.
- Acal BFi UK Ltd is registered with a packaging waste compliance scheme, registration no. NPWD 174629 and reports all packaging use and waste in accordance with the compliance scheme requirements.

Printer Toner Cartridges

- A recycling process exists. Collection boxes are used around the building and regular collections are made.

Batteries from internal processes/equipment

- Batteries are collected at controlled points and are sent for disposal to registered contractors.

Electrical Equipment (PC's/CRT's/Light tubes etc.)

- All items of electrical equipment which have reached E.O.L. are disposed of through controlled sources using approved contractors.

Electrical/ Electronic Components (Stock)

- All electronic components are separately controlled for recycling through approved contractors.

Paper & Cardboard

- A recycling process exists using an in-house baler and regular collections are made.

Plastic Bottles, Cups and Drink Cans

- A recycling process exists. Collection boxes are used around the building and regular collections are made.

ENERGY CONSUMPTION

- The Company employs consultative effort to monitor and advise on prevailing cost effective utilities.

ENVIRONMENTAL ISSUES

- The Company is not currently certified to ISO 14001.

RoHS

- Acal BFi UK Ltd is aware of the Directive 2002/05/EC and 2011/65Eu - Restrictions on the use of Hazardous Substances in Electronic Equipment (RoHS2) and has implemented control solutions to support these Directives.

WEEE

- Acal BFi UK Ltd is aware of the Directive 2002/06/EC - The Waste of Electrical and Electronic Equipment Regulations 2006 and has implemented solutions to identify and segregate obligated and non-obligated WEEE (both RoHS compliant and non compliant systems).
- Acal BFi UK Ltd is a subscribing and reporting member of a WEEE compliant scheme - Procedure Registration no. WEE/CC0069TY.

REACH/SVHC

- Acal BFi UK Ltd is aware of the European REACH Regulation No 1907/2006 which came into force on 1st June 2007 and also the ECHA Candidate List.
- A process for obtaining data for products (articles) and recording this to enable reporting to customers is in place.
- Acal BFi UK Ltd is a Gold Subscriber to the REACHReady web site for information on and support of the above initiatives.

Batteries and Accumulators

- Acal BFi UK Ltd is aware of the Directive 2006/66/EC on Batteries and Acculators and has implemented processes to segregate and control all such waste.

Revision Record

ISSUE / REVISION LEVEL	DATE	DOCUMENT AMENDMENT DETAILS
38.0	20/10/16	Amendments to the following : Page 4 Group Sales figure added for FY16 Page 5 Structure updated Page 6 No of employees Pages 7 & 9 Title change for Richard Beavin Page 11 ISO certificate updated Page 17 Modern Slavery Statement added

UNCONTROLLED DISTRIBUTION. This document will not be updated