

TIBBETTS

TGL  BFC 

ENGINEERED EXCELLENCE

Working With

The Tibbetts Group Ltd

(All Divisions)

Tibbetts Group Ltd, Tibbetts House, Beaumont Road, Banbury, OX16 1RH, UK

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Delivering Goods and Materials into Tibbetts Group Limited (*all divisions*)

1.0 INTRODUCTION & AIM:

It is our aim at the Tibbetts Group to minimise waste and work effectively to maximise efficiencies on our business with approved & strategic supply partners. We ask that you read, respect and agree the following document, allowing you to work to the Tibbetts' standards and supply products in an agreed way.

The Tibbetts Group Limited (all divisions) has a policy of positive co-operation and partnership with their suppliers and customers. The guidelines detailed below are designed to assist suppliers to ensure that they supply goods and materials in an acceptable manner to each division.

Specifically the purpose of this document is to clearly define the requirements of the Goods Inwards Department and other departments of the division, in order to ensure that all goods are efficiently and safely unloaded and processed.

The Tibbetts Group is committed to provide adequate controls of the health and safety risks arising from our work activities; therefore will undertake to provide adequate resources in order to maintain high standards of health and safety so far as reasonably practicable. However this may involve the refusal to process deliveries that are considered unsafe to handle.

The Tibbetts Group is committed to improving efficiency and working towards a better environment for us all to work in.

Many parts of this document are designed in conjunction with our ISO certificates and therefore strict adherence is requested from supply chain partners.

2.0 ADMINISTRATION OF THE SUPPLIER:

The supplier has the responsibility to acknowledge all orders, including costs, quantities, delivery dates and any other instructions.

The supplier has the responsibility to deliver on time / in full as per the purchase order.

Any differences must be notified beforehand and agreed with the Tibbetts procurement team within 24 hours.

Documents that will be sent to the supplier in hard copy or e mail:

- 2.1 Purchase order
- 2.2 Schedule of goods required by due date
- 2.3 Schedule of goods required by shipment date
- 2.4 Outstanding purchasing order list by date or purchase order number
- 2.5 Supplier order book reconciliation report

3.0 DELIVERY ADDRESSES: Appendix 1

The Tibbetts Group Limited has different divisions with separate delivery addresses. You should ensure that goods are delivered to the correct address. Opening times for delivery vary and you should check times before delivering. The appropriate delivery address is confirmed on the purchase order.

3.1 DELIVERY TIMES:

The different delivery sites have different opening times. **Please ensure you note these times accordingly.**

The Goods Inwards department of Tibbetts Group (**TGL**) is open Monday to Friday between the hours of 07.30 and 16.30 at the following address:

TGL

Tibbetts House

Beaumont Road

Banbury

Oxfordshire

OX16 1RH

United Kingdom

Tel: + 44 (0) 1295 257010

The Goods Inwards department of Tibbetts Group Limited (**BFC**) is open Monday to Friday between the hours of 08.30 and 16:30 at the following address:

BFC

The Heights Business Park

Ibstone Road

Stokenchurch

Bucks

HP14 3BG

United Kingdom

Tel: +44 (0) 1494 565151

4.0 NOTIFICATION:

All proposed deliveries into the Tibbetts Group Limited should be advised to the Purchasing Department 24 hours in advance of delivery. This notification should include the number of pallets in the consignment and an advanced electronic copy of the delivery note(s) and packing list(s).

All unplanned deliveries are likely to experience a delay or possibly refused delivery, therefore all deliveries should be advised in advance.

5.0 LOAD CONFIGURATION:

All deliveries must be configured to ensure that they are secure, to minimise the risk of transit damage and allow the minimum of handling times.

In order to reduce or eliminate the requirement for manual handling, wherever possible:

- Pallets should **not to exceed 665 kg** in weight. **Appendix 2**
- Single boxes or packages should **not exceed 25 kg** in weight (Any deviation to this requirement must be agreed in advance and must be identified by a 'Red' sticker indicating 'Heavy container' **Appendix 3**
- Parts should be consolidated together in a single pallet. **Appendix 4**
- Mixed pallets (pallets containing different product) should be packed with the heaviest items at the bottom and lightest items on top. **Appendix 5**

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- Heavy pallets must not be stacked on top of lighter or smaller pallets. **Appendix 5**
- All deliveries should be stacked to allow the unloading to be conducted from the curtain-side of vehicles (unless shipped by container).
- Mixed pallets (pallets containing different product) should have the majority of product in the bottom of the shipper/box.
- Mixed pallets / boxes must be marked “mixed”.
- All bar-codes and part number identification marks should be placed facing upwards. **Appendix 6**
- Docking Bay facilities for loading and unloading are available within Tibbetts Group. **Appendix 7**

Please note failure to comply could result in delays in processing or refusal to accept delivery and non-conformance reporting.

6.0 DOCUMENTATION:

All deliveries must be accompanied with the appropriate documentation, in order to help the Goods Inward process:

- Advanced Shipping Notes (ASN) &/or Packing Lists should be emailed/faxed to the Purchasing department of Tibbetts Group, 24 hours before planned arrival.
- Each pallet should have a packing list attached detailing a list of contents. This packing list should clearly indicate part numbers, PO number and the quantities enclosed. **Appendix 8**
- All delivery notes should include all relevant purchase orders and cross reference supplier parts numbers with Tibbetts Group part numbers when applicable.
- Failure to comply could result in delays in processing and non-conformance reporting.
- All quality related documentation as specified on the Purchase Order **must be supplied on shipment** of the product

6.1 SUPPLIER REQUIRED DOCUMENTATION:

So that the Tibbetts Group procurement team can transact correctly with a supplier, we ask that you complete the following supporting documentation:

- Tibbetts Group Secrecy Declaration (QMF17) enclosed
- Vendor Assessment Questionnaire (QMF15) enclosed

6.2 COMMERCIAL DOCUMENTATION:

The following documentation will be required to be provided by all suppliers to the Tibbetts Group

Document		UK/EU Suppliers	Overseas Suppliers Standard Delivery	Overseas Suppliers Emergency Freight	Comments
1	Pre Advice Note	Required 24 hours before delivery to allow efficient processing of the consignment			Required 24 hours before delivery to allow efficient processing of the consignment
2	Advice Note	To be received with the consignment	To be received with the consignment	To be received with the consignment	Should contain details of the: part numbers quantity Containers Purchase Order number
3	Acknowledgement of TGL/BFC order	On receipt of Order	On receipt of Order	On receipt of Order	Supplier must confirm that: the shipment dates can be met The price is correct Confirm any carriage costs
4	Pro forma Invoice		After confirmation of Order - earliest possible		Allow TGL to pay any deposit as covered in the Terms of Trade
5	Commercial Invoice		On preparation of the shipment of the consignment		Required by TGL to confirm and agree to the shipment
6	Bill of Lading		On preparation of the shipment of the consignment		Required as confirmation of transfer of ownership
7	Air Weigh Bill			Once consignment has been collected by the forwarder	Required as confirmation of transfer of ownership
8	Additional - on request	The supplier will be required to supply any documents specified on the Purchase Order. Examples of which are: Certificate of Conformity Heat Treatment certificate Material Certificates			

6.3 COSHH

All parts supplied that are COSHH registered must be advised when ordered and acknowledged by the supplier.

All COSHH registered parts must be accompanied at delivery or prior to delivery with all relevant documentation

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6.4 CONFLICT MINERALS

Tibbetts Group has a policy that we will not purchase any product which is manufactured using conflict minerals. Tibbetts Group will require their suppliers to confirm on an annual basis that they are fully compliant with this policy

7.0 PACKAGING:

All goods and materials should be packaged in a secure and safe manner. The packaging should be fit for purpose and conform to industry standards. Individual component parts should be securely packaged with clear indication of contents on labels and bar-coding; readable by TGL/BFC scanners (13 digit barcode number barcode style 128 bar width ratio 2:1, bar code height 14mm. **Appendix 3**

Reusable packaging can be returned to the supplier at the cost to the supplier.

Products shipped within a shipping case or carton, should be shipped within a shipping case that is fit for purpose and securely attached to a pallet. Additionally the shipping case should be:

- Packed in a manner that allows product to be unpacking in a safe manner and minimises the risks of manual handling injuries. **Appendix 9**
- Packed in a secure manner to eliminate any risk of transit damage to contents.
- Stacked on a pallet and adequately secured to the pallet. **Appendix 10**
- 2 Pallets should not be wrapped together. **Appendix 9**

7.1 PALLETS – STANDARDS

- Tibbetts Group will only accept the following pallets sizes:
 - 1200mm x 800mm (Standard euro pallet) **Appendix 11**
 - 1200mm x 1000mm (Standard pallet)
 - 600mm x 400mm (Standard half euro pallet)

- All goods must be supplied on pallets that conform to International Standards For Phytosanitary Measures No. 15 (**ISPM15**) from 01/07/2018. **Appendix 10**
 - No compliant deliveries arriving after 01/07/2018 will not be accepted by The Tibbetts Group.
- Packaging height, including the pallet, must not to exceed 1000 mm in height.
- Pallets should have an access-clearance gap of at least 80mm for pallet truck access. **Appendix 12**
- Product should be packed on single pallets only. **Appendix 13**
- Broken pallets must not be used.

7.2 SPECIFIC PART PACKAGING

In certain cases, it will be agreed beforehand at a part number level a specific packaging requirement for specific parts.

- If there is not “other” agreement, suppliers are asked to work to the “working with Tibbetts” document.
- Part number specific packaging will be agreed by email at the point of order.
- Part number specific packaging will be agreed in writing or by email.

8.0 CONTAINER SHIPMENTS

The Tibbetts Group Limited has the capability to unload containers. The following points should be noted:

- Pallets stacking should be limited to 2 pallets stacks high only **Appendix 7**
- Pallets must be able to allow for a pallet truck, the opening to be at least 80 mm. **Appendix 12**

Each supplier is responsible for ensuring that the products packed in the container are not polluted or affected by any odour or substance from overseas transport.

An estimated time of arrival should be quoted when booking the delivery, to ensure the delivery is processed promptly without any undue delay.

9.0 UNLOADING PROCESSES & STANDARDS

Each division of the Tibbetts Group will endeavour to unload deliveries vehicles in a prompt and timely manner and in order to achieve this all delivery drivers should ensure that that they liaise and co-operate with Tibbetts Group staff to provide safe access to unload the vehicle.

All visiting delivery drivers are required to conform to The Personal Protective Equipment at Work Regulations 1992 and Hi-Vis vests must be worn at all times in the designated areas.

All unloading and loading of vehicles will be conducted in accordance with the Health and Safety Executive guidelines: Safe driving loading and unloading.

In order to minimise the amount of manual handling, Tibbetts Group staff will use mechanical handling equipment whenever possible. Where a fork lift truck (FLT) is used to unload vehicles this process will be conducted in accordance with Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All case of Near Misses; Incidents & Accidents should be reported to a member of Tibbetts Group staff and the appropriate forms are readily available.

10.0 NON-CONFORMANCE ISSUES

All instances of non-conformance create delays and additional costs. Each instance of non-conformance will be recorded and reported. A copy of each Non-Conformance Document (NCD) will be issued to the suppliers at the earliest opportunity after delivery.

10.1 CHARGEABLE NON-CONFORMANCE ISSUES

All instances of non-conformance that create additional cost will be communicated with the supplier and agreed beforehand. The amount will be debited from the supplier account.

10.2 GOODS BEING RETURNED TO SUPPLIERS

All goods that are not required and agreed to be returned must be collected by the supplier within 10 working days or risk that the goods are scrapped. All returned goods will be debited from the supplier account.

10.3 GOODS BEING RETURNED AS FAULTY OR WARRANTY

All goods being returned to the supplier as faulty or warranty must be dealt with within 10 working days. After this point Tibbetts reserve the right to debit the warranty amount.

Important note - Deliveries cannot be processed until all items detailed on the NCD are resolved, therefore a prompt reply is essential.

Copies and details of all NCD are used in the analysis of Supplier Performance review and monitoring reports.

11.0 IT & DIGITAL INTERFACE WITH SUPPLIERS

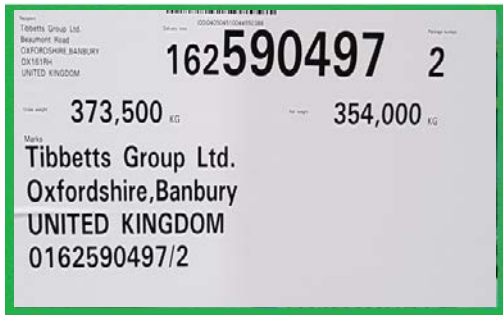
The Tibbetts Group operate a fully integrated EDi connection with suppliers and this connection is our preferred mode to transact from PO, Order Acknowledgement, Delivery and Payment. Please complete the additional information sheet to ensure this facility is fully used and implemented.

12.0 BANK DETAILS

We all need to take responsibility in today's world regarding the bank accounts that suppliers request payment to. We ask you always instruct the bank details on the supplier order acknowledgement and invoice.

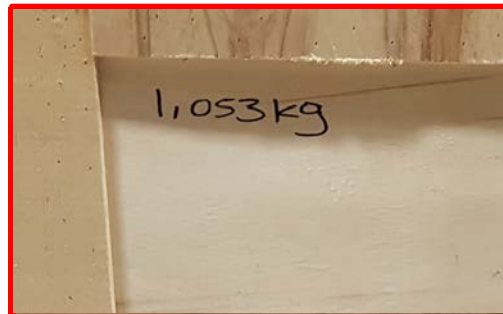
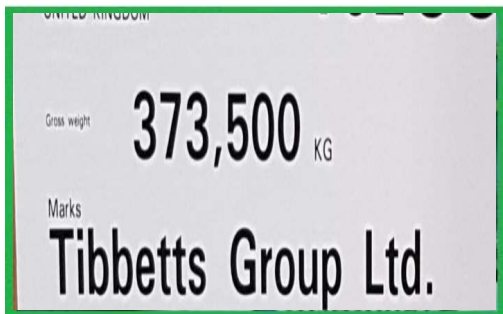
Any changes in bank account must be communicated by email and in person face to face or by telephone by a recognised employee within both businesses.

Appendix 1 Example of clear address label



Notes:
Address labels need to be clear and attached to pallets in a secure way for easier identification on arrival. The delivery/invoice number needs to be clearly displayed along with the pallet number from the supplier packing list.

Appendix 2 Example of acceptable weight



Notes:
Pallets should not weigh over 665KG.
Single boxes or packages should weigh over 25KG.

Appendix 3 Example of small boxed shipment (No pallet)



Notes:
Boxes need to be strong enough to support the weight of the contents inside.
Boxes need to be secured to avoid any loss of products during transit.
All boxes must be packed out to avoid any crush damage during transit.
All boxes must not weigh over 25KG.

Appendix 4 Example of Bulk Packing on a pallet using a cardboard outer shipper



Notes:
Products in shippers need to be stacked in a uniformed manner with labels facing up neatly.
DMF's need to be stacked flat in equal layers with the labels facing shipper middle opposite each other.
To distribute the weight evenly and avoid squashing parts a piece of cardboard/hardboard can be used between each layer.

Appendix 5 Example of acceptable stacking of pallets



Notes:
Smaller lighter pallets to be stacked on top of larger heavier pallets.
The pallets must be in a stable condition and the bottom pallet must be able to support the weight of the pallet above.
The shipper/pallet outer must be strong enough to support the contents enclosed.

Appendix 6 Example of internal boxes inside small boxed shipments



Notes:
Parts need to be placed in the box in a uniformed manner, where possible labels facing up.
The boxes must be strong enough and secure to hold the weight of the product inside to avoid any spillages or damage.

Appendix 7 Example of non-acceptable loading and stacking



Notes:
 Pallets need to be loaded evenly and if double stacked need to be small on big, light on heavy etc.
 All containers need to be accessible to be unloaded from the rear of container with a Fork Lift Truck.
 Any spaces need to be filled with appropriate material to stop pallets falling in transit and not by stacking pallets upside down etc as this is dangerous to unload as well as could cause damage to product.

Appendix 8 Example of clear pallet packing list (OE Suppliers)



Notes:
 Pallet number to be clearly displayed which corresponds with the delivery note/packing list provided.
 Part number and quantity to be clearly displayed.
 Weight of pallet to be clearly displayed.
 Where possible mixed part numbers in pallets to be kept to a minimum.

Appendix 9 Example of Bulk Packaging on a pallet (no outer packaging)



Notes:
 Parts need to be stacked so that the part numbers are facing the outside of the pallet for efficient checking off on arrival.
 Parts need to be shrink wrapped neatly and tightly along with sufficient banding to secure the pallet.

Appendix 10 Example of banding of pallets



Notes:
Shippers/containers need to be physically banded to the pallet securely, for shippers up to 720mm high below 500kg x2 bands across the width is sufficient. For pallets over 720mm high and heavier than 500kg x4 bands are required x2 across the width and length.
Pallets using shrink wrap need to be completely covered to stop water damage and parts falling during transit.

Appendix 11 Example of Fumigated ISPM15 pallet



Notes:
All goods must be supplied on pallets that conform to International Standards For Phytosanitary Measures No. 15 (ISPM15)
Deliveries arriving after 01/07/2018 not using ISPM15 pallets must be agreed before the delivery with TGL supply chain.

Appendix 12 Example of acceptable pallet dimensions



Notes:
Pallet sizes accepted 1200x800mm (Standard Euro pallet,) 1200mmx1000mm (Standard pallet) and 600mmx400mm (Standard half Euro pallet) and including the pallet must not exceed the height of 1000mm.
The opening of the pallet must be higher than 80mm from the ground to allow a pallet truck to access it.

Appendix 13 Example of acceptable packaging within a pallet (boxes within a pallet box)



Notes:

Internal packaging needs to be undamaged in a tidy condition.
A packing list needs to be attached in a tidy legible condition.

Section A Company Profile

Company name:	Form completed by:
Address:	Department:
Post code, City	Telephone:
Country:	Fax:
Internet (www):	e-mail:

Supplier number reference: for Tibbetts use	Commencement of business (year):
	Tax-Identification no. / VAT no.
Location of the company:	

Contacts:			
Position	Name	Direct Telephone number / E-mail	English speaking contact (Y/N)
Managing Director			
Sales manager			
Contact person for quotations			
Quality manager			
Accounts contact			
Environmental manager			

From the above assessment, the supplier is approved/not approved to supply products in accordance with our purchase order requirements – for internal use		
Purchasing Manager	Supplier Quality Manager	Vendor/Supplier Number

Section B: Quality

Quality and Environmental Management Certification					
Please mark with a cross and enclose a copy of the certificate					
Certificate	Current		if no, planned at	Certification / expiry dates	Certification- Organization
	yes	no			
ISO 9001	<input type="checkbox"/>	<input type="checkbox"/>			
VDA 6.1	<input type="checkbox"/>	<input type="checkbox"/>			
ASEN9100/9120	<input type="checkbox"/>	<input type="checkbox"/>			
ISO/TS 16949	<input type="checkbox"/>	<input type="checkbox"/>			
ISO 14001/ EMS	<input type="checkbox"/>	<input type="checkbox"/>			
Application of Quality management - methods:					
Please mark with a cross, if applicable					
Methods	Generally used	Partially used	Not yet in use	Applicable from (Date)	
Quality management- Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Process- and Machine capability studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Statistical Process Control (SPC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
First Article Inspection (FAIR)					
Product approval system - PPAP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Product approval according VDA 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Product Quality Planning (APQP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Failure Mode and Effects Analysis (FMEA)					
• System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
• Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
CAD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Can you provide statements of ROSH conformity?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	
Can you provide material data sheets for IMDS	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

Customer approvals / audits		
Customer name	Standard	Result

Section C Quality System Assessment

Only to be completed if not accredited to ISO 9001:2008

ISO 9001:2008		Yes	No	N/A	Comments
Quality management system					
	Do you have a quality management system in accordance with ISO 9001?				
	Do you have a quality management manual that describes the quality organisation, the roles and responsibilities as well as the essential processes and practices?				
	Can you ensure that technical norms, standards and changes by Tibbetts can be evaluated, distributed and realized?				
	Do you have a system for the control of documents?				
	Do you preserve documents with particular retention requirements?				
Management Responsibility					
	Do you have measurable quality objectives issued by your top management?				
	Does the top management review the QMS at planned intervals?				
Resource management					
	Are training records of all personnel maintained ?				
	Are the training needs for all personnel analysed on a regular basis & documented?				
	Is there a training plan for all personnel?				
	Is training reviewed for its effectiveness?				
	Is the awareness and motivation of the personnel assessed on a regular basis with respect to the importance and consequence of their activities on the customer requirements & how they contribute to the quality objectives?				
Infrastructure					
	Do you have emergency plans in order to ensure the satisfaction of customer requirements in the event of an emergency such as interruption of power & energy, labour shortage, loss of production means & field complaints?				
Work environment					
	Are all areas of the company kept neat & orderly?				
	Are all areas free from things which are not directly necessary for the work?				
	Is the production planned to minimize the handling and traffic of material?				
	Is the observance of legal / official requirements checked on a regular basis by third parties? (for example: Work safety, plant safety, etc.)				

ISO 9001:2008		Yes	No	N/A	Comments
	Are safety and protection measures planned, arranged and examined on a regular basis for their effectiveness?				
Planning of product realization					
	Can you ensure the confidentiality of Tibbetts contracted products, projects under development and related product information?				
Customer-related processes					
	Have you a system to manage and to preserve documents provided by the Tibbetts?				
	Are Tibbetts requirements documented and communicated in the company?				
	Do you have a formal system for the review & acceptance of contracts or orders?				
	Are you able to exchange with Tibbetts electronic information about: <ul style="list-style-type: none"> - Drawings - Contracts-Data - Reports, etc.? 				
Development					
	Do you have sufficient qualified & competent resources for development?				
	Do you determine for each development project goals for product quality, lifetime, reliability, durability, servicing, timing and costs and are these controlled?				
	Do you make a review of the design results in the different development stages, before the results are processed and advised to the customer?				
	Do you have a robust process for the management of changes by the customer and for changes initiated by yourself?				
Purchasing					
	Are your suppliers evaluated on a regular basis on their quality performance?				
	Are there defined criteria for supplier evaluation?				
	Do you have a list of approved suppliers?				
	Are purchased products checked at incoming – inspection area or at their assembly to Zero Defect?				
	Are warehouses supervised and organised?				
	Do you have defined process to identify raw materials?				
	Is material with limited shelf life identified and monitored?				
	Are materials quarantined until they are tested where applicable?				
	Are there procedures for the segregation, identification & disposal of rejected materials?				
	Are urgent measures, correction and improvement activities implemented by your subcontractors within agreed timescales?				

ISO 9001:2008		Yes	No	N/A	Comments
Production and service provision					
	Are there documented work instructions for the production?				
	Is process data collected and recorded?				
	Is there a formal process for `In - process` control?				
	Are `In-process` controls done by the production operators?				
	Are there records of all controls and are they retained?				
	Is data of charge / batch / lot collected and recorded?				
	Can you maintain traceability of production lots / charge on the entire production process including supplied product?				
	Are products between processes identified and controlled?				
	Are test - materials identified and controlled?				
	Is the packaging and labeling of shipments checked and monitored?				
	Can you segregate and identify your materials and products by part number, charge and customers?				
	Is there a system for the preventive maintenance of key process equipment, machinery, tooling, gauging & instruments?				
	Is the service and maintenance accomplished according to a planned schedule?				
	Are responsibilities for service and maintenance defined?				
	Do you consider the entire life cycle of means of production?				
Control of monitoring and measuring devices					
	Is there a process for the selection, use, application and inspection of instruments and equipment used for inspection, testing and monitoring?				
	Is the inspection and measuring equipment (used for the monitoring of product and process) calibrated on a regular basis?				
	Are records of calibration maintained?				
	Is the measuring and test equipment calibrated under controlled conditions?				
	Is the capability of measuring & test equipment evaluated?				
Measurement, analysis and improvement					
	Are different statistical methods know and utilized throughout the organization?				

ISO 9001:2008		Yes	No	N/A	Comments
	Are statistical Process Control (SPC) used?				
	Is implemented corrective and improvement measures derived from statistical analysis of data and is effectiveness examined?				
	Are methods concerning error-prevention used in the corrective action process?				
	Do you conduct capability studies?				
Monitoring and measurement					
	Do you conduct internal quality audits on a regular basis – at least annually – in each functional area and for each process?				
	Do you conduct product - and process audits on a regular basis by qualified Auditors?				
	Is there an audit plan and is it followed?				
	Are audit results documented and communicated to the responsible persons?				
	Are the following issues defined for all the tests: <ul style="list-style-type: none"> - Measurement technology - Sampling frequency - Acceptance criteria - Reaction plans, if acceptance criteria are not fulfilled. 				
	Are all the products requalified with complete measurement and functional tests and are the results recorded?				
	Are corrective measures implemented within 90 days and is their effectiveness evaluated?				
Control of nonconforming product					
	Is it ensured that non-conforming product is identified & controlled to prevent delivery to the customer?				
	Is it ensured that non-conforming product is not delivered to the customer without customer authorization?.				
	Is there a system for handling of customer complaints?				

ISO 9001:2008		Yes	No	N/A	Comments
	Is there an active "Feedback- System" regarding corrective and improvement activities – i.e. 8-D Reports?				
Analysis of data					
	Is data analyzed on a regular basis to compare trends in quality and performance with the business goals?				
Improvement					
	Does the organisation continually strive to improve with respect to quality, costs and effectiveness?				
	Are such activities accomplished in all areas of the company?				
	Are improvement measures documented and are responsible persons named?				
	Is there a plan for the prompt introduction of changes to the product?				
	Are structured problem solving methods used?				

Essential improvement areas:

- 1.
- 2.
- 3.
- 4.
- 5.

Section D Evaluation of the Environmental management

Information about environmental management in the company	Yes	No	N/A	comment
Is there an established environmental management system.				
Is there an environmental policy in the company?				
Does your environmental policy address product related aspects? If yes, which?				
Has your company defined goals to improve environmental protection, including documentation of compliance?				
Does your company pursue written corporate environmental guidelines?				
Is "Good management Practice" upheld in your company?				
Are environmental protection measures and results documented in your company?				
Environmental relevant processes, Environmental consequences				
Have you determined the environmental effects of your products? If yes, what are they?				
Have you determined the environmental effects of your production processes? If yes, what are they?				
Do you take back the packaging? If yes, which?				

Confirmation	
Signed:	Date:
Print:	Position in company:

Secrecy Declaration

ON RECEIPT OF THIS DOCUMENT, PLEASE SIGN AND RETURN TO:

**The Tibbetts Group Ltd, Tibbetts House,
Beaumont Road, Banbury. OX16 1RH.**

On receiving information – text /data from or visiting The Tibbetts Group Ltd (“TGL” /

BFC”) it is probable that (insert name) _____
(The Partner/Visitor of) will become aware of information and material which us, or may be
secret and confidential to Tibbetts Group or Tibbetts Group customers.

The partner/visitor acknowledges that all such information and materials is the private and
absolute property of Tibbetts Group and must be treated accordingly.

The partner/visitor declares that he/she accepts the following terms and conditions regarding
confidential information (as hereinafter defined), which becomes known to the
Partner/Visitor.

1. For the purpose of the declaration, the expression Confidential information shall
mean any information of whatever nature (technical, scientific, commercial or
otherwise), which may become known, to the Partner/Visitor as a consequence of
the viewing materials which are not already public knowledge at the time of its
becoming known to the Partner/Visitor.
2. The Partner/Visitor shall not use or disclose to any third party any such confidential
information and shall take all reasonable precautions to keep all such confidential
information secret.
3. Should the Partner/Visitor have the need to share information with a third party for
the purpose of quotation, manufacture or supply it is the responsibility of the
Partner/Visitor to ensure all third parties are subject to an NDA process and that5
this can be made available in request.

Signature

Name (printed)

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Position

Company Name

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Date

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