

QUALITY ASSURANCE PACK



AT AIN WE WORK WITH S.T.E.E.L. SAFETY SURFERST PRIORITY DIEAD-WORK DETHICS DENGAGEMENT DIEAD-WITH SAFETY IN MIND

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1. Introduction

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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:

Icknield Way	Gibbs Marsh Trading Estate	
Kentford	Henstridge	
Newmarket	Templecombe	
Suffolk CB8 7QT	Somerset BA8 0TN	
Phone: 01638 555 500 info@ajnsteelstock.co.uk	Phone: 01963 365 210 www.ajnsteelstock.co.uk	

OFFICE CONTACTS:

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Managing DirectorsAlan Boyden, Neil BoydenFinancial DirectorCourtney BellOperational DirectorsClare McGall, Chris Sage, Shaun NolanSales DirectorNeil CressallPurchasing DirectorLee OlsonArea Sales ManagersPhil Cleaver, Bryan Sillis
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Area Sales Managers Phil Cleaver, Bryan Sillis
Sales Managers Andrew Jeffrey, Sharon Haydon, Sam Day
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

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 a representative of Quality Department
 - 2.3 At all times material is handled and stored in a 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



Document no. HSD-C-1.1

Issue Date: April 16 / Revision 05

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.

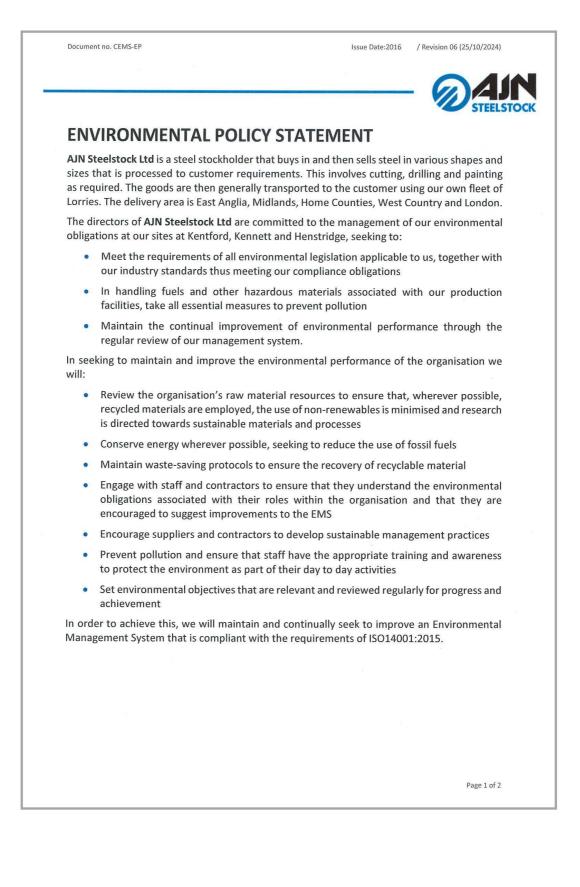
Page 2 of 3

Signed Neil Boyden (Mar	haging Director)	Date: 25th October 2024
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.
04	October 2023	Reviewed and re-signed by NB
05	October 2024	Reviewed and re-signed by NB

Your perfect partner for processed steel

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4. Environmental Policy Statement



	S. (
SignedN	leil Boyden (IV	Janaging Director)	Date 25 th October 2024
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.
04	08/06/22	Natalie Webb	Reviewed and respaced
05	26/10/23	Stephen Cooper	Reviewed and added sign off for MD
06	25/10/24	Stephen Cooper	Reviewed and signed by NB

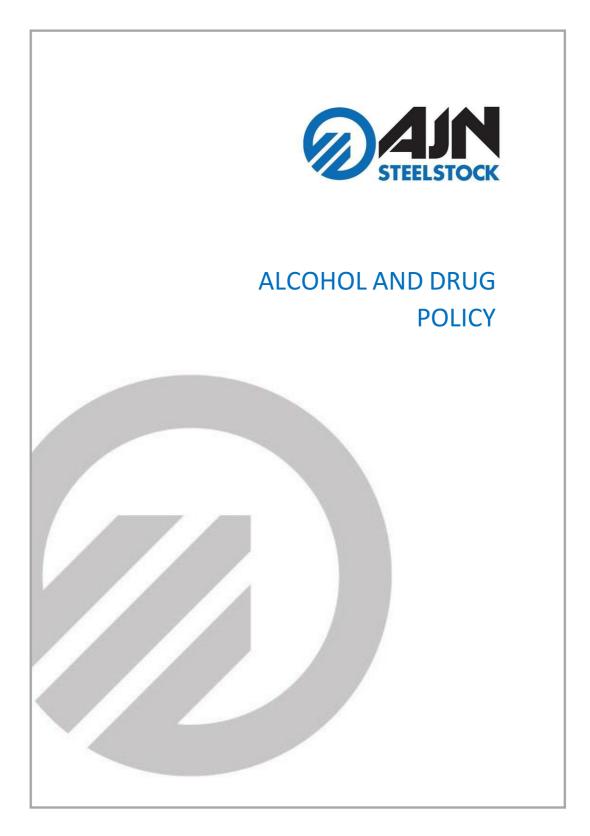


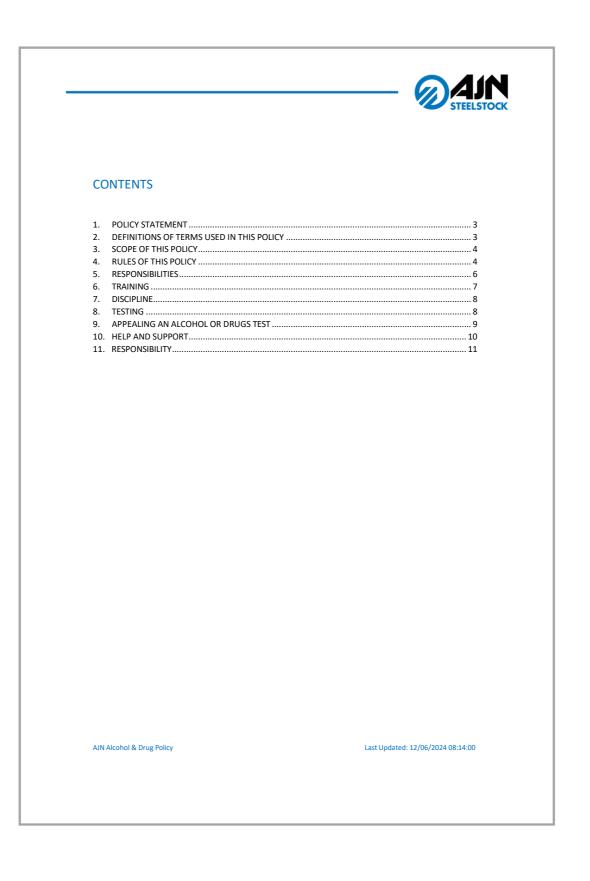
5. Quality Policy

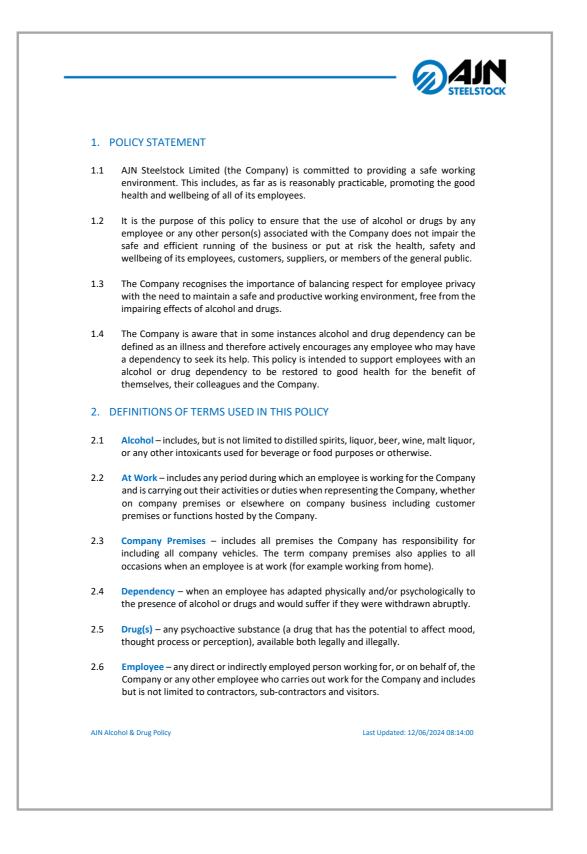
Document no. QP5.3	Issue Date: 31/10/2024 Revision: 12.0
	O AIN STEELSTOCK
QUALITY POLICY	
	ing a position of excellence in the field of steel sure that it meets the needs of its customers.
compliance with all recognised legislative	tations – AJN Steelstock Ltd will actively pursue and industry standards by introducing and les each employee to do their job correctly, the
Directors and senior management are comm of the Quality Management System.	itted to continually improving the effectiveness
31/10/2024	A
Date:	Managing Director:



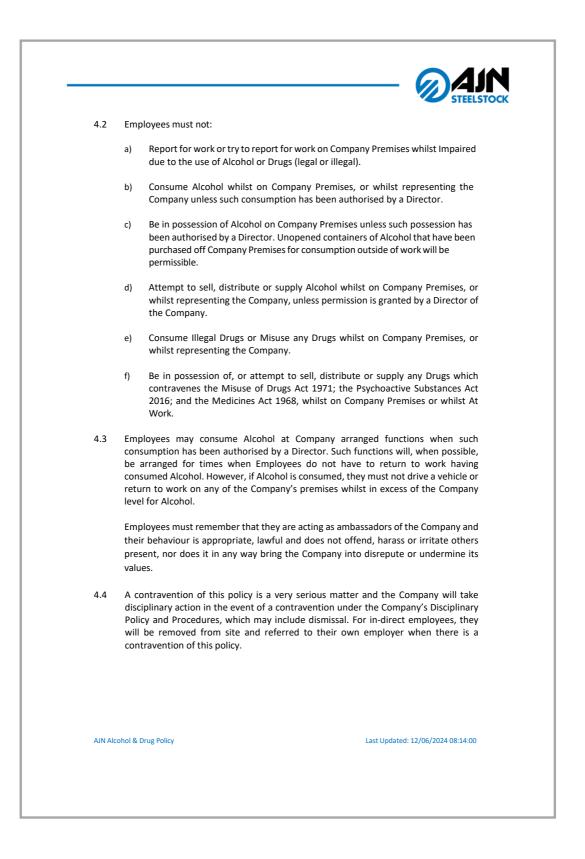
6. Alcohol and Drug Policy

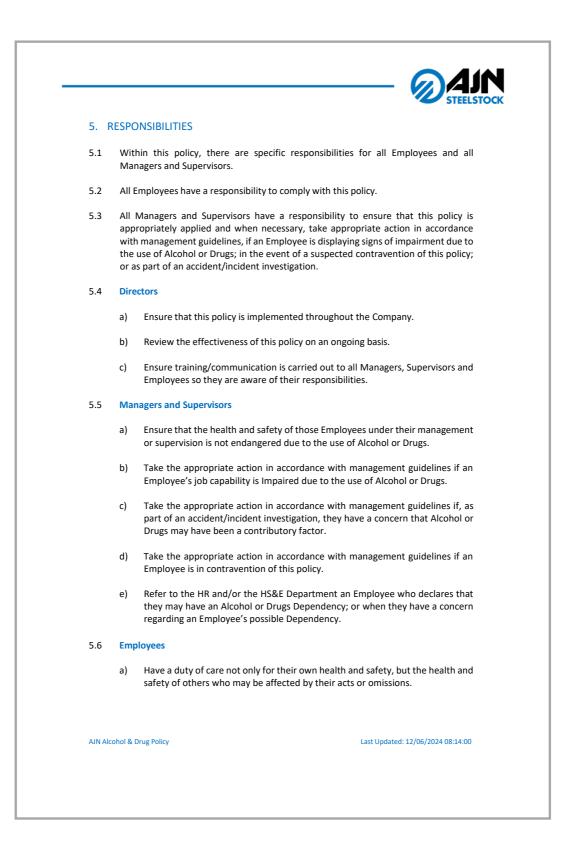


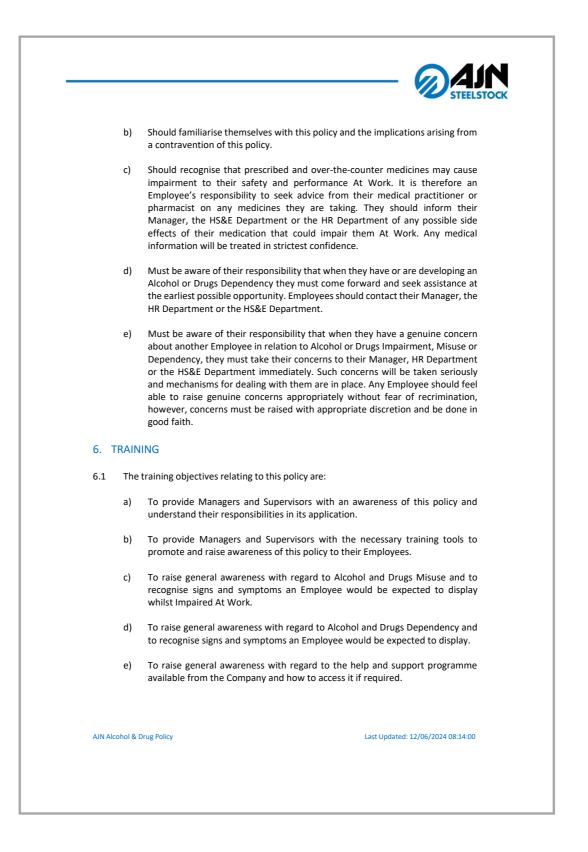


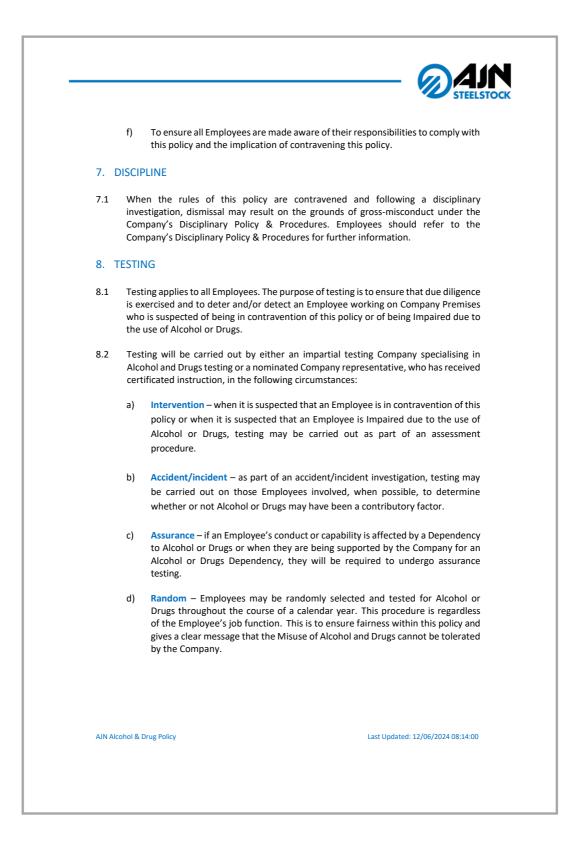


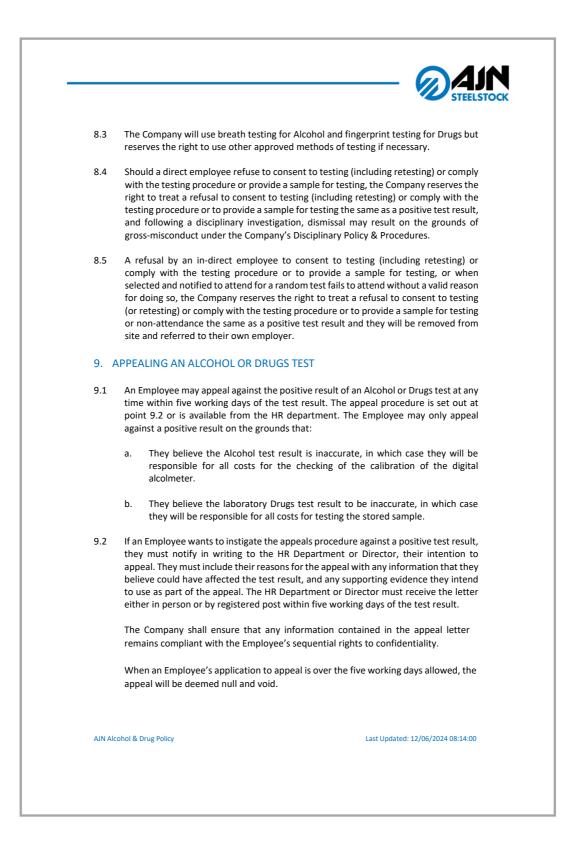
	STEELSTO
2.7	Illegal drug(s) – all drugs covered by the Misuse of Drugs Act (1971) as amended.
2.8	Impaired (Alcohol) – in terms of this policy, an employee whose breath alcohol concentration exceeds 35mcg per 100ml (the Company level for alcohol), (to be confirmed by an appropriate test) is deemed to be impaired due to the use of alcohol and therefore in contravention of this policy.
	In certain circumstances the Company may apply a lower level than that applied for road traffic offences. For example, when operating mobile machinery, when employees are working on contracts or client premises when the client requirements or policy specifies a lower level. In these circumstances, employees will be advised of the levels that apply to the contract or client premises.
2.9	Impaired (Drugs) – in terms of this policy, an employee proven to have misused illegal or other drugs, (to be confirmed by an appropriate test) is deemed to be impaired due to the use of drugs and therefore in contravention of this policy.
2.10	Misuse – applies to using drugs in an unsanctioned way. For example, any illegal drug use, or using drugs for non-medical purposes without proper direction to do so from an appropriately qualified person such as a medical practitioner or pharmacist. It also applies to using alcohol or drugs in a way that is harmful/hazardous to the employee or to others and which is likely to distort perception and response.
3. S	COPE OF THIS POLICY
3.1	This policy applies to all Employees of the Company regardless of their job function or work location.
3.2	This policy is applicable to all Company Premises.
3.3	This policy shall form part of the terms and conditions of employment for all direct Employees but shall be non-contractual.
3.4	This policy shall form part of the contract for all sub-contract orders.
3.5	This policy shall be used in accordance with the Company's Data Protection Policy and the Data Protection Act 2018.
4. F	RULES OF THIS POLICY
4.1	To safeguard the health and safety of all Employees, and others with whom they come into contact, and to maintain the efficient and effective operation of the Company, the following rules will be strictly enforced.
AJN Alc	ohol & Drug Policy Last Updated: 12/06/2024 08:14:00

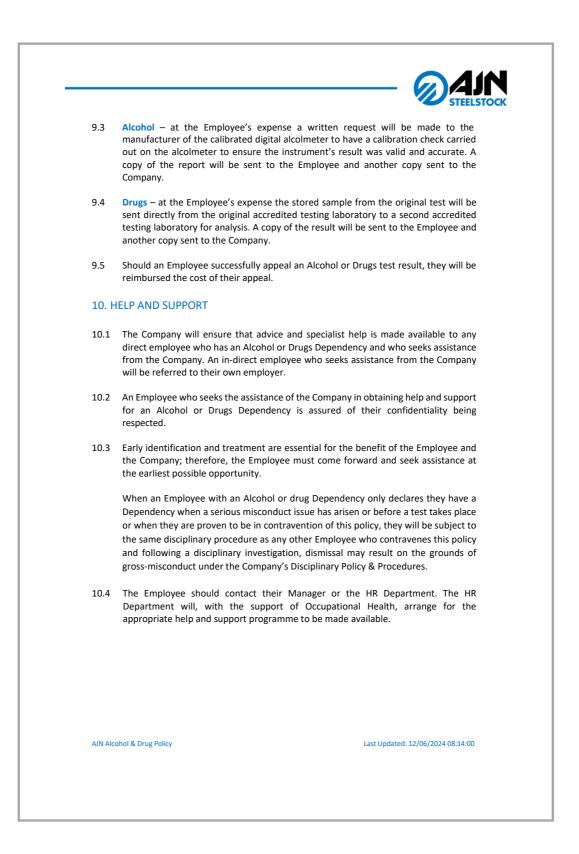


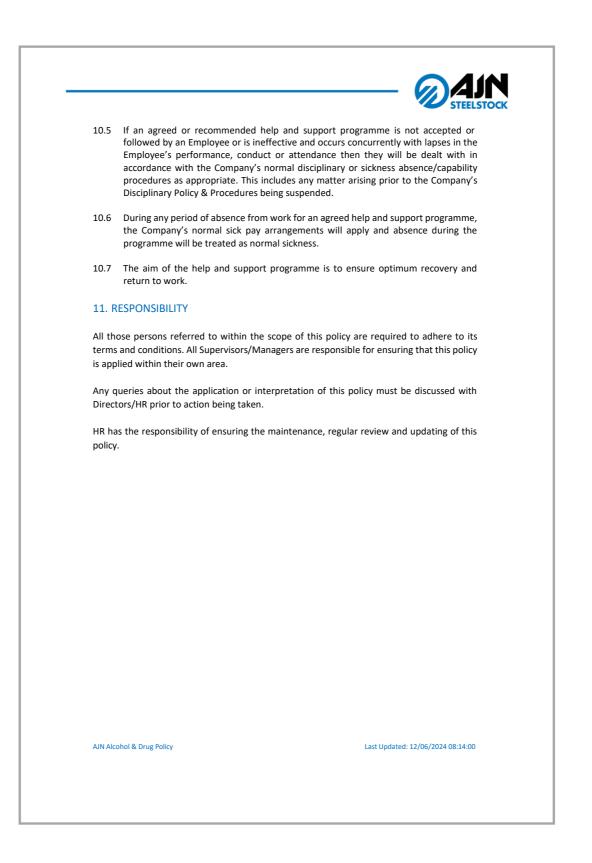












7. Modern Slavery Policy

Document no. OP008

Issue Date: 25/03/2021 / Revision: 5.0



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

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Document no. OP008

Issue Date: 25/03/2021 / Revision: 5.0

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

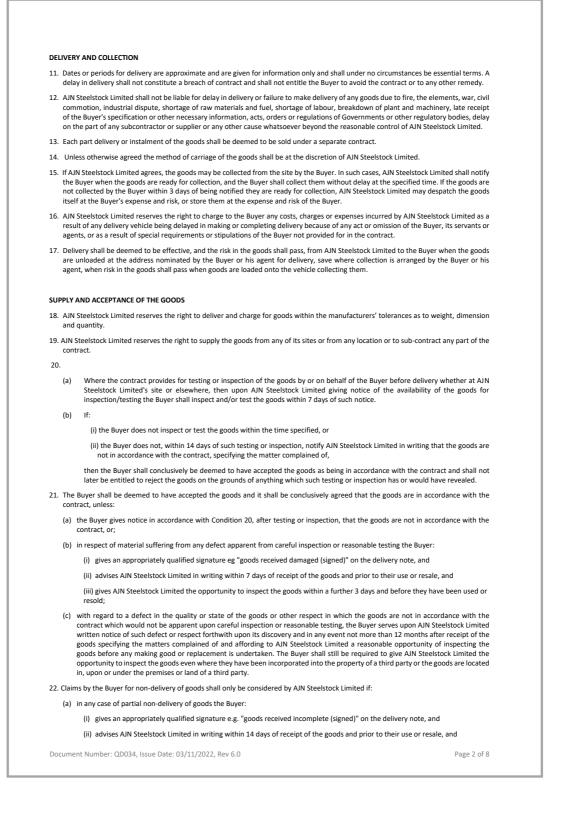
The Company will review the effectiveness of this statement, its policies and procedures on an annual basis or upon any changes in legislation or Company circumstances that may affect the statement. Any amendments to this statement will reflect the review on its effectiveness.

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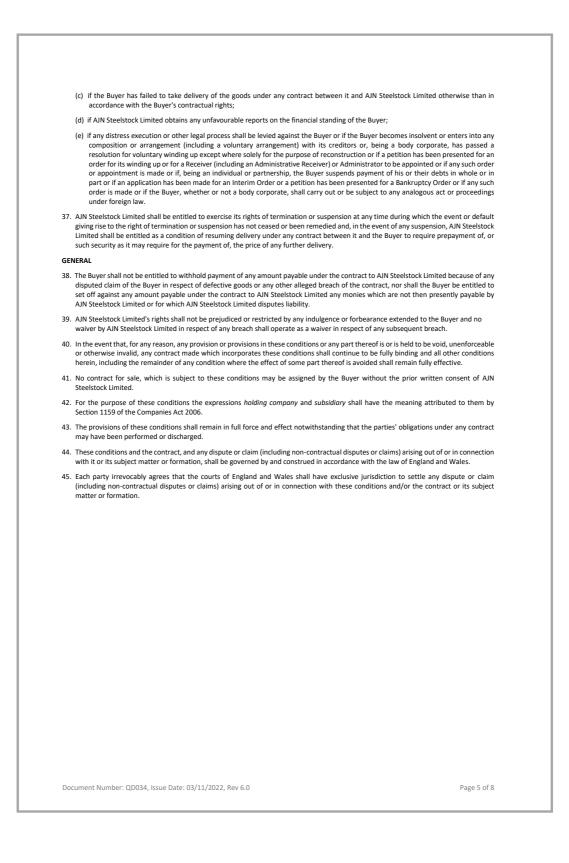
8. Terms & Conditions (Sale and Processing)

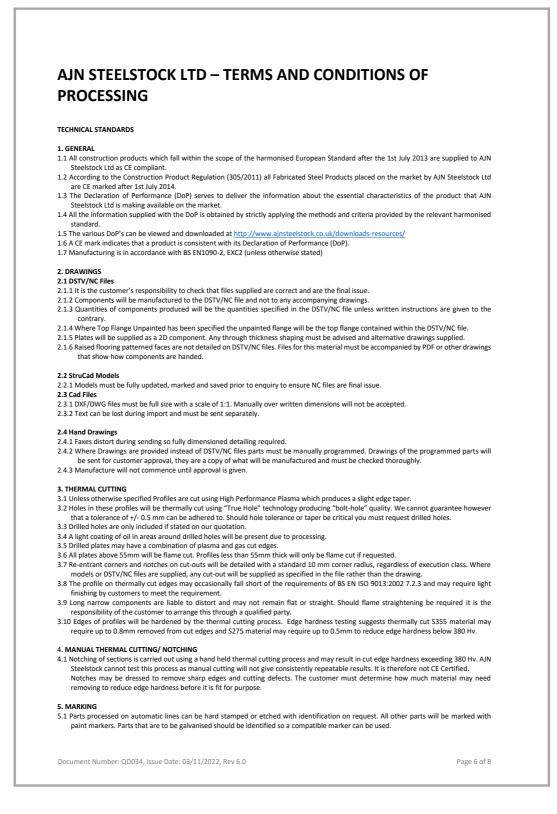












6. MATERIAL

- 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 S355 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	
C	+/- 2mm	up to 10m length	
Saw	+/- 3mm	above 10m	
Mitre cut	+/-1 degree		
Skew cut	+/- 6mm		
Holes	+/- 2mm		
Thermal cut	+/- 3mm	 Edges will have a bevel to the cut Flatness cannot be guaranted but we will endeavour to keep the material as flat as possible 	

Document Number: QD034, Issue Date: 03/11/2022, Rev 6.0

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CE MARKING CLASSIFICATION TABLE

Execution Class	Quality Level	Example Usage	Test Cert	Traceability
EXC1	Elementary	Elementary Buildings of minor importance for public safety, e.g. agricultural, farm buildings etc.		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

Document Number: QD034, Issue Date: 03/11/2022, Rev 6.0

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9. FPC Certificate





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



MIMMM C.Eng



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 Fel: +44 (0) 20 7839 3980 • email: sccsinfo@steelconstruction.org • www.steelconstruction.org

11. ISO 14001 Certificate



Certificate No: EMS 561026	
Location	Registered Activities
A J N Steelstock Ltd Icknield Way Kentford Newmarket, Suffolk CB8 7QT United Kingdom	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.
AJN Steelstock Ltd Gibbs Marsh Trading Estate Henstridge Templecombe BA8 0TN United Kingdom	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.
Original Registration Date: 2010-09-07 Latest Revision Date: 2023-10-10	Effective Date: 2022-04-26 Expiry Date: 2025-04-25
This certificate was issued electronically and remains the property of E An electronic certificate can be authenticated <u>online</u> . Printed copies can be validated at www.bsigroup.com/ClientDirectory Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhil	

12. ISO 45001 Certificate



Certificate No: OHS 696852	
Location	Registered Activities
A J N Steelstock Ltd Icknield Way Kentford Newmarket, Suffolk CB8 7QT 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 Gibbs Marsh Trading Estate Henstridge Templecombe BA8 0TN 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
This certificate was issued electronically and remains the property of E An electronic certificate can be authenticated <u>online</u> . Printed copies can be validated at www.bsigroup.com/ClientDirectory	$\label{eq:Page: 2 of 2} Page: 2 \ of \ 2$ SI and is bound by the conditions of contract.

13. Insurance Certificate

One Broker **ONE BROKER** First Floor Winship House INSURANCE Winship Road PART OF JENSTEN GROUP Cambridge CB24 6AP T 01223 792290 To Whom It May Concern, 30th October 2024 RE: A J N Steelstock Ltd Our Reference: 20356067 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** Insurer: Chubb European Group SE Policy number: UKCASD48049 28th October 2024 to 27th October 2025 Cover period: Indemnity limit: £25,000,000 Public Liability (Primary Layer) Insurer: Chubb European Group SE Policy number: UKCASD48049 Cover period: 28th October 2024 to 27th October 2025 Indemnity limit: £10,000,000 Public Liability (Excess Layer) Chaucer via David Oliver Insurer: Policy number: DOA/XOL/7160571 Cover period: 28th October 2024 to 27th October 2025 Excess layer: £10,000,000 Primary indemnity limit: £10,000,000 One Broker is a trading style of Jensten Insurance Brokers (East) Limited. Authorised and regulated by the Financial Conduct Authority. Registered in England and Wales No. 07131737. Discovery House, 4 Norwich Business Park, Whiting Road, Norwich, NR4 6DJ.



Louise Bronson Broking Executive Iouise.bronson@onebroker.co.uk Tel: 01223 792282



Icknield Way, Kentford, Newmarket, Suffolk CB8 7QT Phone: 01638 555 500

Gibbs Marsh Trading Estate, Henstridge, Templecombe, Somerset BA8 0TN Phone: 01963 365 210

www.ajnsteelstock.co.uk