

# J&A (International) Limited

Vale Road Spilsby Lincolnshire PE23 5HE



### J&A (International) Limited

In 1979 J&A was the first UK manufacturer of heatseal badges for commercial laundering. In 1987 we then became the first supplier of a commercially launderable heatseal transfer.

We developed the first Flame Retardant Transfers.

First Provider of 24 hour turnaround badges (Fastrac)

First and only supplier to have Online Ordering and job tracking.

Manufacturer of class leading industrial heat presses.

J&A were the first UK screen printers accredited to ISO14001 and 9001 back in 1996.

We have achieved 5 stars under the British Safety council Five Star Award Scheme and achieved the coverted Sword of Honour. One of only 40 companies worldwide to receive this award.

J&A is Europe's largest Garment Decoration provider, employing 120 people in Spilsby.

Our training facilities at Spilsby are frequently used and are also available for any off site meetings and conferences that are required by our customers.

Between our Sales / Service Directors and Regional Account Managers, the company has over 50 years experience with J&A products.

J&A are now and always have been the benchmark in the industry since 1979.

With our proven commitment to providing unparalleled customer service we have strived to be at the cutting edge of innovation and development, to offer our customers the very best products.



## **QUALITY SYSTEMS**

- Accredited to the British Standards Institute (BSI) to PAS99:2006 (Incorporating ISO9001:2008)

- 6 monthly continuation audits by BSI.
- Internal audits to verify performance.
- Recertification every 3 years. (Recertified in 2009)
- Held since 1992.

#### ENVIRONMENTAL

- Accredited to PASS99:2006 (Incorporating 14001:2004)
- 6 monthly continuation audits by BSI.
- Internal audits to verify performance.
- Recertification every 3 years. (Recertified in 2009)
- Held since 1996.
- Run as an integrated management system.

#### **HEALTH AND SAFETY**

- Member of the British Safety Council (BSC) since 2004.

- Accredited Centre for British Safety Council safety training.

- Achieved 5 out of 5 stars on the BSC 5 Star award scheme.

- Awarded the Sword of Honour. One of the top 40 companies worldwide to receive this award.

- Best practice is carried out, not just legal compliance.
- Inspected by other external inspectorates.
- Internal audits to verify compliance.



## PAS99:2006

Integrated Management Systems comprising of ISO9001:2008, ISO14001:2004





#### **INTEGRATED MANAGEMENT REGISTRATION - PAS 99:2006**

This is to certify that:

#### J & A (International) Limited

Insignia House Vale Road Spilsby PE23 5HE United Kingdom

Holds Certificate No: IMR 559753 and operates an Integrated Management System in compliance with PAS 99:2006.

The design and manufacture of printed products in addition to designed embroidery, for identification and recognition purposes. The provision of repair patches and tapes.

This client is compliant with ISO 9001:2008 and ISO 14001:2004.

For and on behalf of BSI:

Managing Director, BSI EMEA Originally registered: 25/03/2010

Latest Issue: 26/03/2010

Expiry Date: 09/12/2012

Page: 1 of 1

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 <u>online</u>. Printed copies can be validated at www.bsigroup.com/ClientDirectory

The British Standards Institution is incorporated by Royal Charter. BSI (UK) Headquarters: P.O. Box 9000, Milton Keynes MK14 6WT. Tel: 0845 080 9000



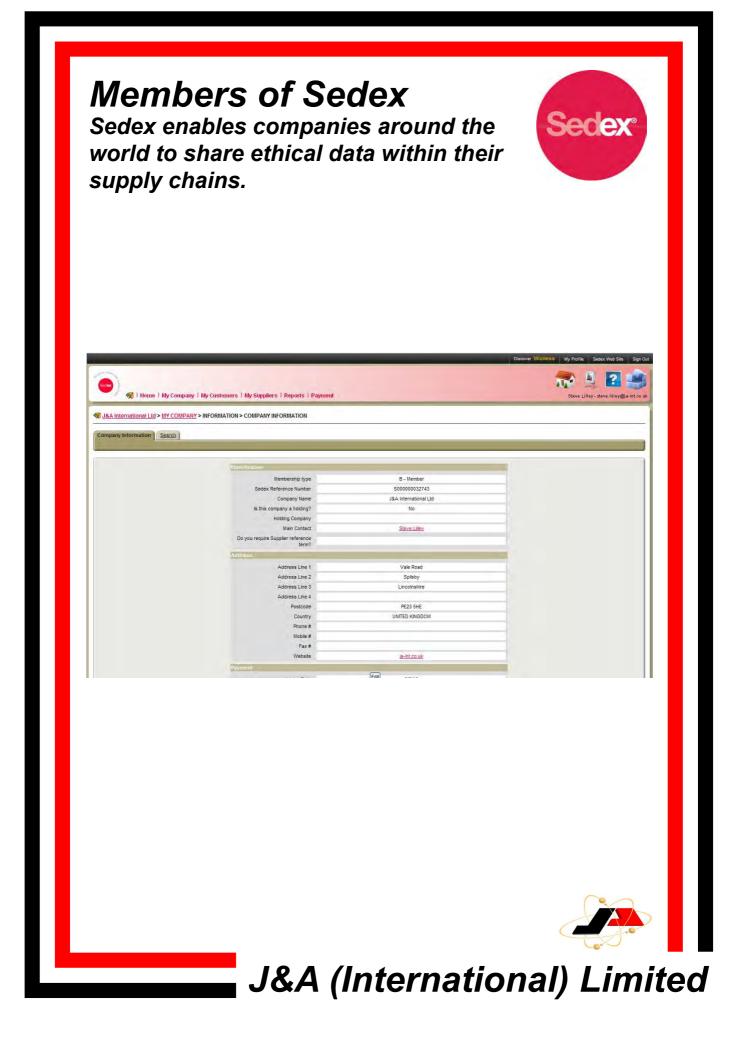
#### **British Safety Council** Member of the British Safety Council.



**Sword of Honour** Winners 2007 - Safest Top 40 Companies Worldwide







#### **Members of REMA** The Retroflective Equipment Manufacturers Association.



REMA is the trade association for manufacturers of retroreflective safety products which are used on the highway, but are also to be found, at airports, industrial sites and sports grounds.



**IOSH** Member of the Institution of Occupational Safety & Health.



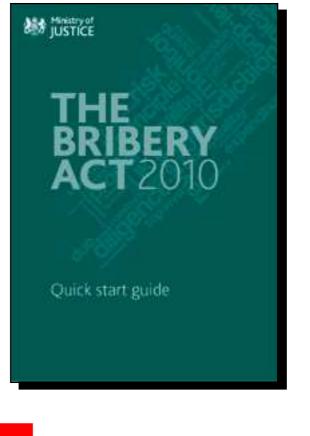
*IOSH is the Chartered body for health and safety professionals. The world's biggest professional health and safety organisation.* 



## The Bribery Act

The J&A (International) Limited Group is committed to the highest standards of ethical conduct and integrity in its business activities in the UK and overseas. We take a zero-tolerance approach to bribery and corruption and are committed to acting professionally and fairly in all our dealings wherever we operate.

It is the Group's intent to comply with the legal requirements of the Bribery Act 2010, conforming to it and promoting it to our employees, subsidiaries, distributors, agents and other associated persons. We are committed to implementing and enforcing effective systems to counter bribery.





## External Audits

Every 6 months.

Receive Assessment reports to formulate action plans.



#### **Internal Audits** *Quality, Safety & Environmental Audits.*

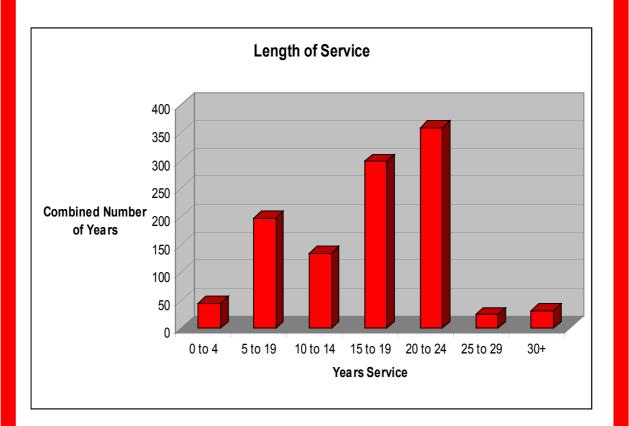
Run to a schedule, 2011 shown below.

011 0050	ATIONAL PROCEDURE FOR AUDIT	AUDITS												
UTT OPER/		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
45	Integrated Statement/Env Policy	1.000	1.0	1.1	Q2.E2	1.000	10.00	1.5.0	1.00	1.000	1.000	1	1.1	
S	Integrated Management System				1 C			1			1		-	
IS1	Communications													
LAN	Continuous Planning Strategy							1			1.1			
TENTIONS	Objectives & Targets					1		17		1			-	
EGISTER	Legislation Review of Compliance	1				-		1			1			
π1	Env & Quality Impacts & Aspects					7.1		1	-					
AN 1	Management	1.0.0	Q1.E1		-	-		1			1			
AN 2 & 5	Control of Documents & Records				1			1						
AN 3	Problem Solving													
AN 4	Continuous Improvement	· · · · · · · · · · · · · · · · · · ·						1			1			
AN 6	Audits & Reviews													
AN 7	Training							1					-	
AN 6	Non Conforming Product	1.000			1			1		-				
AL 1	Calibration				darman in			1						
ROC 1	Sales Office				Q3	-	E3	1.	-					
ROC 2	New Business													
ROC 3	Screen Room							1						
ROC 4	Ink Mixing				CSI				-					
ROC 5	Print Dept							1						
ROC 6	Transfers Dept							-						
ROC 7	Cutting & Finishing		04				Sec. 1997		E4					
ROC 8	Stores & Purchasing						-	1						
ROC 9	Digital Department			-	1		-	1		-			-	
ROC 10	Embroidery				1					-			-	
ROC 11	SAT1			-	1		-			-				
ROC 12	Application			-			-						-	
UNCTION 1	Accounts				1					05	E5			
UNCTION 2	Research & Development		1				-					-		
UNCTION 3	Marketing & Resources		1				-	1				1	-	
&S1	Office Area / Canteen		S1	-	1									
&S2	Screen Room			-	-			-						
&S3	Print Departments			A			-							
8,54	Embroidery/Finishing			S2		-			-				_	
4.55	Stores/Despatch		-	- OL									-	
&S6	Digital / Application	-	-						-					
&S7	Policy & Procedure		-			53	-	1						
&S8	Maintenance		-				<b>S4</b>	-	-					
859	Contractors				1		1				1			
&S10	Standard of Risk Assessment				1			55						
&S11	Emergency Planning & Incidents		1		1	-		00	S6					
&S12 / Con	Compliance with inspections		-		1	-				\$7	17		-	



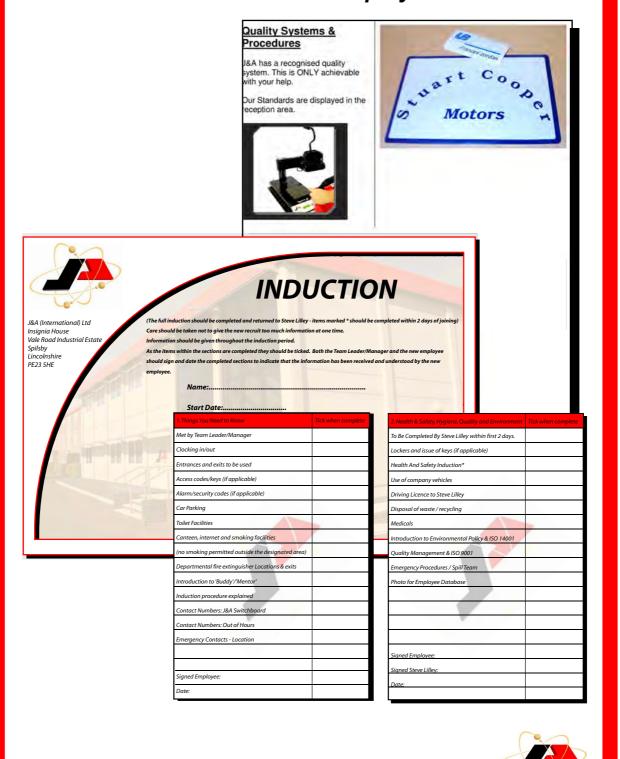
### **Employees**

Below shows the length of service of J&A employees. Over 70% have worked for the company for over 5 years, with nearly 44% being with us for over 10 years. The total years worked at the company is over 1000 years of experience!





#### **Induction** All employees go through a company induction within the first two weeks of employment.



#### **Training** Database / Records

	1					WELCON Previous	Next 🕨	-00	Find
	me Employee					Record 4			
Start Date				10 10 1		Total Record	5-221		Find All
Department								00	Records
Job Title			- 1						
								1.00	
Team Leader								1	20.
Add New Training Record	Date	- 24.20	Date Of	Trainer / Provider			Date Of		dd New oyee Record
Training Needs Identified Details of Training	Identified	Priority	Training	& Venue	Cost	Evaluation Completed	Refresher	-	
Air Handling Unit	16-02-2011	High	16-02-2011	Walter Mier	£0.00		-	giller,	Print
How to use the Air Handling Unit			1000 C						
Scissor Lift	01-01-2011	Medium	11-04-2011	AFI	£220.00	See Evaluation			
IPAF Scissor & Boom Lifts		_							
Work at Height	01/07/2010	Medium	18/12/2010	SEL - J&A International Ltd	£0.00				Sort
Working at Height								令	Records
Forklift Refresher	01-01-2010	Medium	20-04-2010	Kevin Hawkesworth - Venue	£125.00	See Evaluation	20/04/2015	1.000	Kecords
Forklift Refresher		-							
Spill Team Spill Team	11-12-2009	Medium	24-11-2010	SEL - J&A International Ltd	£0.00				
Compositing Awareness	19/08/2009	High	19/08/2009	SEL - J&A International Ltd	£0.00			No.	Edit
Composing & Waste Arrangements	10/00/2000	1 mgri	10/00/2000	OLL - SOM INTERNATIONAL LIG	20.00			1	Record
First aid TBT Refresher	16/06/2009	Medium	16/06/2009	J&A International Ltd -	£0.00	100 C			
First aid TBT Refresher			1. S. S. S.	The second se					
Working Effectively And Safely in the Electrotechnical Working Effectively And Safely in the Electrotechnical	26/03/2009 Environment	Medium	26/03/2009	Boston College		Distinction			
Spill Team	01/01/2009	Medium	11/12/2009	SEL - J&A International Ltd	£0.00		11/12/2010		
Spill Team									7
Fire Marshal	01/01/2009	Medium	23/11/2009	SEL, MH, SH - J&A			23/11/2010		
The Role of the Fire Marshal									

All Records available on internal system.

Training record available for each employee.



#### **Certificates** Below is some of the type of training we undertake:



#### **Certificates** Below is some of the type of training we undertake:



## **Training Evaluation**

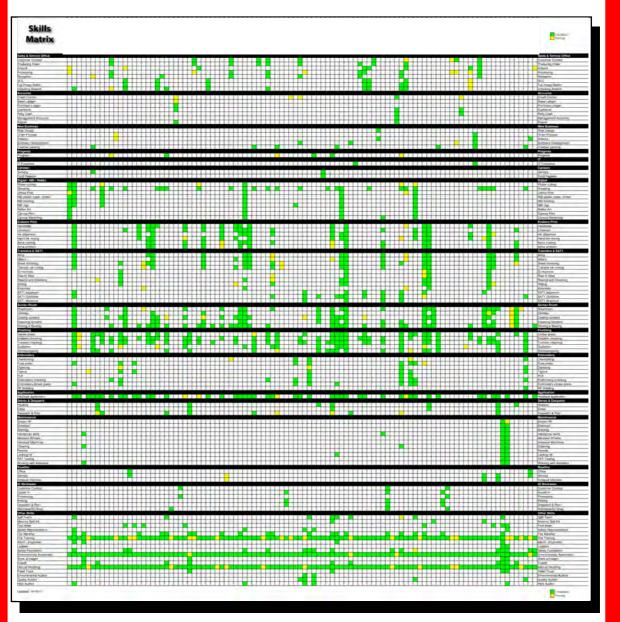
All Training is evaluated within 2 weeks and then at 6 months.

This is to ensure effective training is taking place.

Name:	
Training:	6 MONTH EVALUATION OF TRAINING
Date:	Name:
Please circle the below. 1= Low/Poor	Today's Date:
1) Was the course content good? 123456	Department: Team Leader / Manager:
2) Was the lecturer clear in what he/she want	Please circle the below. 1= Low/Poor 10= High/ Excellent
3) Was the venue OK? 12345678910	1) Have you been able to use the Training which was provided? 1234567891
4) Did they provide course notes? 12345	2) Do you feel it was worthwhile attending the training? 1 2 3 4 5 6 7 8 9 10
5) Did you learn anything? 1 2 3 4 5 6 7 8 9	3) Has the training been able to improve the way you work? 1 2 3 4 5 6 7 8 9 10
b) Did you feel it was worthwhile attending?	4) Was the training relevant for you? 12345678910
7) Was the course well organised? 12345	5) Any other comments?
<ol> <li>Would you recommend the course to some</li> </ol>	To be completed by your Team Leader / Manager
<ol> <li>Do you feel you will be able to use what yo</li> </ol>	6) Have you seen an improvement in the way that this employee is working?
2345678910	7) Do you feel it was worthwhile sending this employee on this training course?
10) Any other comments?	<ul><li>8) Is there any further training that is required for this employee?</li></ul>
	9) Any other comments?



#### **Skills Matrix** To show competent employees.



Displayed in the main factory, and on the company intranet.



## **Objectives & Targets**

J&A International Ltd sets and reviews all company objectives and targets.

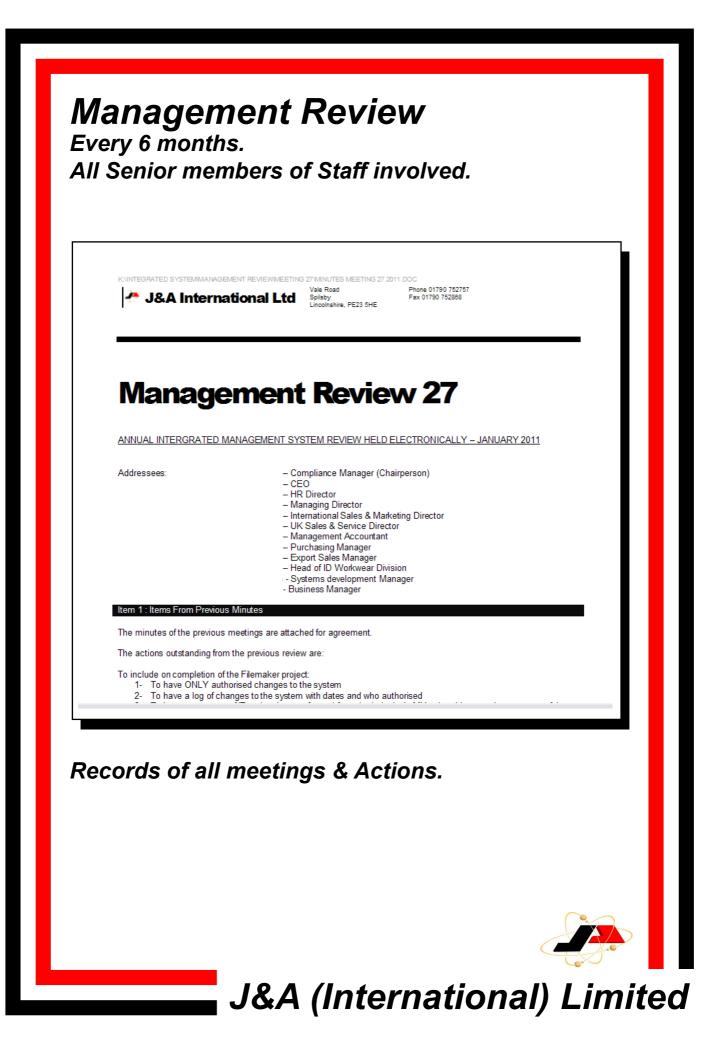
**Objectives and targets set for:** 

- 1) Health & Safety
- 2) Quality
- 3) The Environment

3 Year	Plans			
H&S1 Objection	ve To Reduce Accidents & Incidents in the J&A Interna	tional Ltd Group		
Target:				
Task	Implementation	Responsibility	Target Dates	Completed
-	1 Review accidents and incidents at J&A	Compliance Manager	Feb-10	09/02/2010
	2 Review Incidents	Compliance Manager	Feb-10	09/02/201
-	3 Involve Team Leaders & Safety Representative	Compliance Manager	Feb-10	09/02/201
	4 Review areas for improvement	Compliance Manager	Feb-10	09/02/201
	5 Evaluate the actions available in this area	Compliance Manager	Mar-10	17/03/201
	6 Implement actions to reduce accidents in this area	Compliance Manager	Mar-10	25/03/201
	7 Review accidents	Compliance Manager	Jun-10	30/06/2010
	8 Evaluate the actions available	Compliance Manager	Aug-10	31/08/201
	9 Implement actions to reduce accidents in this area	Compliance Manager	Aug-10	31/08/201
	10 Monitor areas	Compliance Manager	Jan-10-Dec-10	23/12/2010
_				



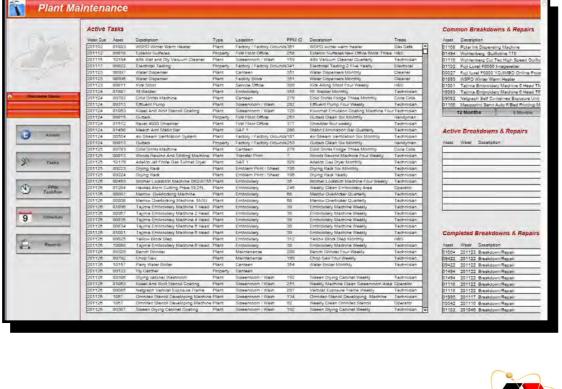




#### Maintenance

A planned preventative maintenance system is scheduled for all machines. This minimises breakdowns and ensures consistent production.





## Serious Incident Recovery (SIR)

J&A International has a Serious Incident Recovery Team, dedicated in completely re-starting the buisness after a major incident. Each member holds all vital information about the company, and procedures to follow. This includes premises, equipment, employees and IT Backups.





# The Environment

All Impacts to the environment assessed for all operations of the company.

Aspects - Impacts- Law- Pro	cec	lure	-						Reviewed	01/06/2011
OTHER IMPACTS										-
Table One - Environmental Inputs - O	utru	ts			1					
Input/Output	dipu	1	2	3 4	5		6 Total	Emergency	Abnormal	Normal
Fleet Cars	Y	N	Y	N	2	Y	3	9	6	3
Pool Car	Y	N	Y	N	2	Y	3	9	6	3
Couriers Collections	N	N	Y	Y	2	Y	3	9	6	3
Collection of Chemicals/ barrels	Y	N	Y	Y	3	Y	4	12	8	4
Collection of Compactor waste skips	Y	N	Y	Y	3	Y	4	12	8	4
Employees Arriving/Leaving	N	N	Y	Y	2	Y	3	9	6	3
Advertisings/Brochures	N	Y	Y	N	2	Y	3	9	6	3
Exhibitions	N	Y	Y	N	2	Y	3	9	6	3
Deliveries	N	N	Y	N	1	Y	2	6	4	2
Tannoy System	N	N	Y	N	1	Y	2	6	4	2
Buildings Visual Impact	Y	Y	Y	N	3	Y	4	12	8	4
Customer Visits	N	Y	Y	N	2	Y	3	9	6	3
Emissions / Odours from printing	N	N	Y	N	1	Y	2	6	4	2
Use of Land / Storage	Y	N	Y	Y	3	Y	4	12	8	4
General Noise	Y	N	Y	Y	3	Y	4	12	8	4
Heritage / Land	Y	N	Y	Y	3	Y	4	12	8	4
Waste PC's/ electrical	Y	N	Y	Y	3	Y	4	12	8	4
Domestic Water Waste	Y	N	Y	Y	3	Y	4	12	8	4
Refurbishment/Improvements	Y	Y	N	Y	3	Y	4	12	8	4
Water Cleaner Waste	Y	Y	N	Y	3	Y	4	12	8	4
Ash - Smoking Shelter	N	N	Y	N	1	Y	2	6	4	2



