



## ***J&A (International) Limited***

***Vale Road  
Spilsby  
Lincolnshire  
PE23 5HE***



***J&A (International) Limited***

# ***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 coveted 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.***



# ***J&A (International) Limited***

## **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.



***J&A (International) Limited***

# PAS99:2012

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



## Certificate of Registration

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 online.  
Printed copies can be validated at [www.bsigroup.com/ClientDirectory](http://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



# J&A (International) Limited

# Oeko-Tex

## Standard 100 - For range of Transfers, Trimax & Endura.

The OEKO-TEX® Standard 100 is an independent testing and certification system for textile raw materials, intermediate and end products at all stages of production.

Testing for harmful substances includes:

- illegal substances
- legally regulated substances
- known harmful (but not legally regulated) chemicals
- as well as parameters for health care



# J&A (International) Limited

# ***British Safety Council***

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

Member



**BRITISH  
SAFETY  
COUNCIL**

## ***Sword of Honour***

***Winners 2007 - Safest Top 40 Companies Worldwide***



***J&A (International) Limited***



# Members of Sedex

*Sedex enables companies around the world to share ethical data within their supply chains.*



Discover **Wizness** | My Profile | Sedex Web Site | Sign Out

| Home | My Company | My Customers | My Suppliers | Reports | Payment

Steve Lilley - [steve.lilley@ja-int.co.uk](mailto:steve.lilley@ja-int.co.uk)

J&A International Ltd > MY COMPANY > INFORMATION > COMPANY INFORMATION

Company Information

| Identification                          |                              |
|---|------------------------------|
| Membership type                         | B - Member                   |
| Sedex Reference Number                  | S000000032743                |
| Company Name                            | J&A International Ltd        |
| Is this company a holding?              | No                           |
| Holding Company                         |                              |
| Main Contact                            | <a href="#">Steve Lilley</a> |
| Do you require Supplier reference term? |                              |

| Address        |  |
|----------------|--|
| Address Line 1 | Vale Road                                      |
| Address Line 2 | Splisby  |
| Address Line 3 | Lincolnshire                                   |
| Address Line 4 |  |
| Postcode       | PE23 5HE                                       |
| Country        | UNITED KINGDOM                                 |
| Phone #        |  |
| Mobile #       |  |
| Fax #          |  |
| Website        | <a href="http://ja-int.co.uk">ja-int.co.uk</a> |

Payment



***J&A (International) Limited***

# ***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.***



***J&A (International) Limited***



# ***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.***



***J&A (International) Limited***

# ***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.***



***J&A (International) Limited***

## ***External Audits***

***Every 6 months.***

***Receive Assessment reports to formulate action plans.***

Assessment Report

J & A (International) Limited

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***J&A (International) Limited***

# Internal Audits

Quality, Safety & Environmental Audits.

Run to a schedule, shown below.

J&A Form 55 Supporting ISO 9001:2001 Documentation Issue 4

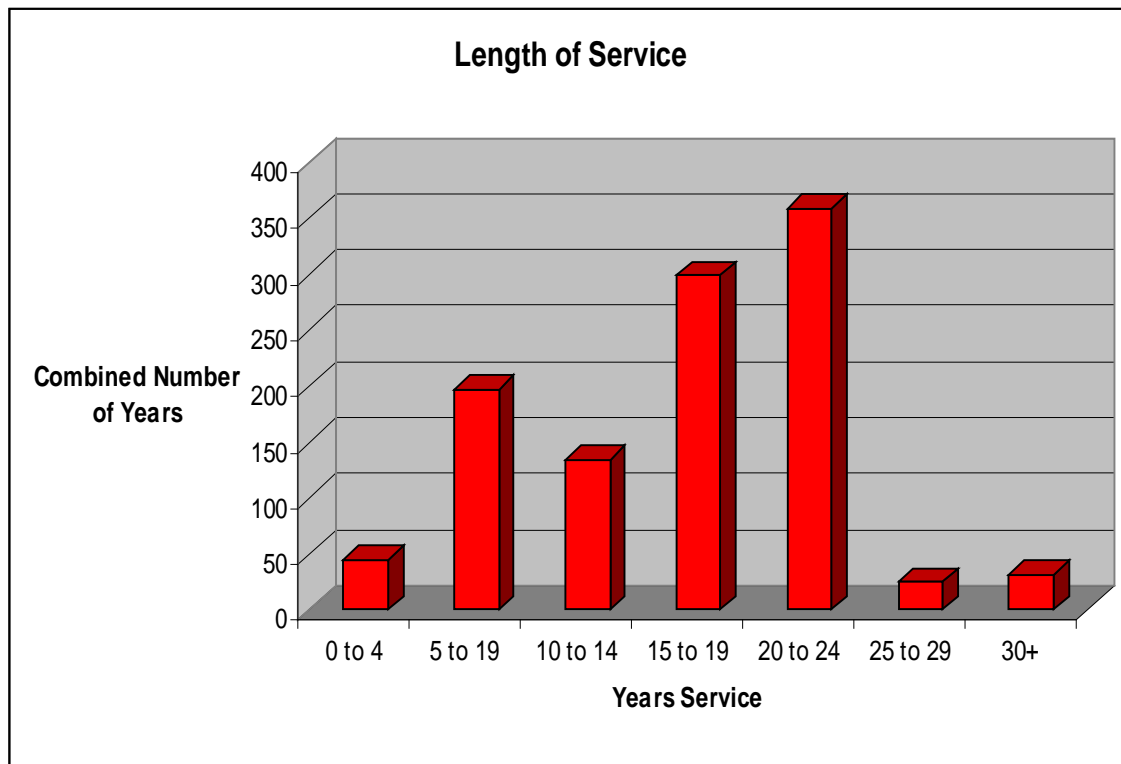
| 2011 OPERATIONAL PROCEDURE FOR AUDIT |  | AUDITS |       |     |       |     |     |     |     |     |     |     |     |
|--------------------------------------|--|--------|-------|-----|-------|-----|-----|-----|-----|-----|-----|-----|-----|
|                                      |  | JAN    | FEB   | MAR | APR   | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
| IMS                                  | Integrated Statement/Env Policy            |        |       |     | Q2,E2 |     |     |     |     |     |     |     |     |
| IMS                                  | Integrated Management System               |        |       |     |       |     |     |     |     |     |     |     |     |
| IMS1                                 | Communications                             |        |       |     |       |     |     |     |     |     |     |     |     |
| PLAN                                 | Continuous Planning Strategy               |        |       |     |       |     |     |     |     |     |     |     |     |
| INTENTIONS                           | Objectives & Targets                       |        |       |     |       |     |     |     |     |     |     |     |     |
| REGISTER                             | Legislation Review of Compliance           |        |       |     |       |     |     |     |     |     |     |     |     |
| INT 1                                | Env & Quality Impacts & Aspects Management |        |       |     |       |     |     |     |     |     |     |     |     |
| MAN 1                                | Control of Documents & Records             |        | Q1,E1 |     |       |     |     |     |     |     |     |     |     |
| MAN 2 & 5                            | Problem Solving                            |        |       |     |       |     |     |     |     |     |     |     |     |
| MAN 3                                | Continuous Improvement                     |        |       |     |       |     |     |     |     |     |     |     |     |
| MAN 4                                | Audits & Reviews                           |        |       |     |       |     |     |     |     |     |     |     |     |
| MAN 6                                | Training                                   |        |       |     |       |     |     |     |     |     |     |     |     |
| MAN 8                                | Non Conforming Product                     |        |       |     |       |     |     |     |     |     |     |     |     |
| CAL 1                                | Calibration                                |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 1                               | Sales Office                               |        |       |     | Q3    |     | E3  |     |     |     |     |     |     |
| PROC 2                               | New Business                               |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 3                               | Screen Room                                |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 4                               | Ink Mixing                                 |        |       |     | Q3    |     |     |     |     |     |     |     |     |
| PROC 5                               | Print Dept                                 |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 6                               | Transfers Dept                             |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 7                               | Cutting & Finishing                        |        | Q3    |     |       |     |     | E4  |     |     |     |     |     |
| PROC 8                               | Stores & Purchasing                        |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 9                               | Digital Department                         |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 10                              | Embroidery                                 |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 11                              | SAT 1                                      |        |       |     |       |     |     |     |     |     |     |     |     |
| PROC 12                              | Application                                |        |       |     |       |     |     |     |     |     |     |     |     |
| FUNCTION 1                           | Accounts                                   |        |       |     |       |     |     |     |     | Q5  | E5  |     |     |
| FUNCTION 2                           | Research & Development                     |        |       |     |       |     |     |     |     |     |     |     |     |
| FUNCTION 3                           | Marketing & Resources                      |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S1                                 | Office Area / Canteen                      |        | S1    |     |       |     |     |     |     |     |     |     |     |
| H&S2                                 | Screen Room                                |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S3                                 | Print Departments                          |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S4                                 | Embroidery/Finishing                       |        |       | S2  |       |     |     |     |     |     |     |     |     |
| H&S5                                 | Stores/Despatch                            |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S6                                 | Digital / Application                      |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S7                                 | Policy & Procedure                         |        |       |     |       | S3  |     |     |     |     |     |     |     |
| H&S8                                 | Maintenance                                |        |       |     |       |     | S4  |     |     |     |     |     |     |
| H&S9                                 | Contractors                                |        |       |     |       |     |     |     |     |     |     |     |     |
| H&S10                                | Standard of Risk Assessment                |        |       |     |       |     | S5  |     |     |     |     |     |     |
| H&S11                                | Emergency Planning & Incidents             |        |       |     |       |     |     | S6  |     |     |     |     |     |
| H&S12 / Con                          | Compliance with inspections                |        |       |     |       |     |     |     |     | S7  |     |     |     |



**J&A (International) Limited**

# ***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!***



***J&A (International) Limited***

# Induction

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

## Quality Systems & Procedures

J&A has a recognised quality system. This is ONLY achievable with your help.

Our Standards are displayed in the reception area.



J&A (International) Ltd  
Insignia House  
Vale Road Industrial Estate  
Spilsby  
Lincolnshire  
PE23 5HE

## INDUCTION

(The full induction should be completed and returned to Steve Lilley - items marked \* should be completed within 2 days of joining)  
Care should be taken not to give the new recruit too much information at one time.

Information should be given throughout the induction period.

As the items within the sections are completed they should be ticked. Both the Team Leader/Manager and the new employee should sign and date the completed sections to indicate that the information has been received and understood by the new employee.

Name:.....

Start Date:.....

| 1. Things You Need to Know                         | Tick when complete |
|--|--------------------|
| Met by Team Leader/Manager                         |                    |
| Clocking in/out                                    |                    |
| Entrances and exits to be used                     |                    |
| Access codes/keys (if applicable)                  |                    |
| Alarm/security codes (if applicable)               |                    |
| Car Parking  |                    |
| Toilet Facilities                                  |                    |
| Canteen, internet and smoking facilities           |                    |
| (no smoking permitted outside the designated area) |                    |
| Departmental fire extinguisher Locations & exits   |                    |
| Introduction to 'Buddy'/'Mentor'                   |                    |
| Induction procedure explained                      |                    |
| Contact Numbers: J&A Switchboard                   |                    |
| Contact Numbers: Out of Hours                      |                    |
| Emergency Contacts - Location                      |                    |
|  |                    |
| Signed Employee:                                   |                    |
| Date:  |                    |

| 2. Health & Safety, Hygiene, Quality and Environment | Tick when complete |
|--|--------------------|
| To Be Completed By Steve Lilley within first 2 days. |                    |
| Lockers and issue of keys (if applicable)            |                    |
| Health And Safety Induction*                         |                    |
| Use of company vehicles                              |                    |
| Driving Licence to Steve Lilley                      |                    |
| Disposal of waste / recycling                        |                    |
| Medicals   |                    |
| Introduction to Environmental Policy & ISO 14001     |                    |
| Quality Management & ISO 9001                        |                    |
| Emergency Procedures / Spill Team                    |                    |
| Photo for Employee Database                          |                    |
|  |                    |
| Signed Employee:                                     |                    |
| Signed Steve Lilley:                                 |                    |
| Date:  |                    |



# J&A (International) Limited



# Training Database / Records

**Training Database - Main Screen**

Employee Number:  Status: Full Time Employee

Start Date:

Department:

Job Title:

Team Leader:

**Add New Training Record**

**WELCOME MENU**

Previous Next

Record 4 of 8

Total Records - 227

Find

Find All Records

Add New Employee Record

Print Options

Sort Records

Edit Record

| Training Needs Identified  | Date Identified | Priority | Date Of Training | Trainer / Provider & Venue  | Cost    | Evaluation Completed | Date Of Refresher |
|--|-----------------|----------|------------------|-----------------------------|---------|----------------------|-------------------|
| Air Handling Unit  | 16-02-2011      | High     | 16-02-2011       | Walter Mier                 | £0.00   |                      |                   |
| How to use the Air Handling Unit                                   |                 |          |                  |                             |         |                      |                   |
| 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   | 16/12/2010       | SEL - J&A International Ltd | £0.00   |                      |                   |
| Working at Height  |                 |          |                  |                             |         |                      |                   |
| Forklift Refresher   | 01-01-2010      | Medium   | 20-04-2010       | Kevin Hawkesworth - Venue   | £125.00 | See Evaluation       | 20/04/2015        |
| Forklift Refresher   |                 |          |                  |                             |         |                      |                   |
| Spill Team   | 11-12-2009      | Medium   | 24-11-2010       | SEL - J&A International Ltd | £0.00   |                      |                   |
| Spill Team   |                 |          |                  |                             |         |                      |                   |
| Composting Awareness   | 19/08/2009      | High     | 19/08/2009       | SEL - J&A International Ltd | £0.00   |                      |                   |
| Composting & Waste Arrangements                                    |                 |          |                  |                             |         |                      |                   |
| First aid TBT Refresher  | 16/06/2009      | Medium   | 16/06/2009       | J&A International Ltd -     | £0.00   |                      |                   |
| First aid TBT Refresher  |                 |          |                  |                             |         |                      |                   |
| Working Effectively And Safely in the Electrotechnical             | 26/03/2009      | Medium   | 26/03/2009       | Boston College              |         | Distinction          |                   |
| Working Effectively And Safely in the Electrotechnical Environment |                 |          |                  |                             |         |                      |                   |
| Spill Team   | 01/01/2009      | Medium   | 11/12/2009       | SEL - J&A International Ltd | £0.00   |                      | 11/12/2010        |
| Spill Team   |                 |          |                  |                             |         |                      |                   |
| Fire Marshal   | 01/01/2009      | Medium   | 23/11/2009       | SEL, MH, SH - J&A           |         |                      | 23/11/2010        |
| The Role of the Fire Marshal                                       |                 |          |                  |                             |         |                      |                   |

Created by <<created\_by>> at <<created\_time>> Last Modified by <<modified\_by>> at <<modified\_time>>

**All Records available on internal system.**

**Training record available for each employee.**



**J&A (International) Limited**

# Training Evaluation

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

**This is to ensure effective training is taking place.**

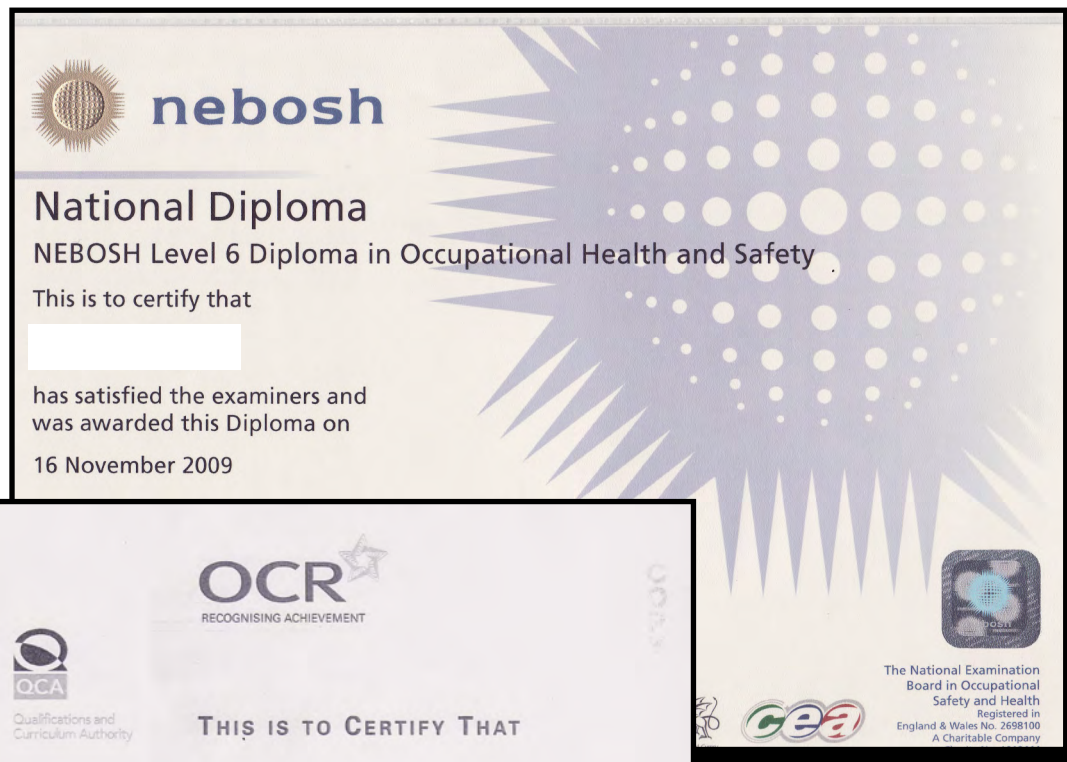
| <br>EVALUATION OF TRAINING | <br>6 MONTH EVALUATION OF TRAINING |
|---|---|
| Name:.....  | Name:.....  |
| Training:.....  | Training:.....  |
| Date:.....  | Today's Date:.....  |
|   | Department:.....  |
|   | Team Leader / Manager:.....   |
| <b>Please circle the below. 1= Low/Poor</b>   | <b>Please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



**J&A (International) Limited**

# Certificates

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



## ***J&A (International) Limited***

# Certificates

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



## J&A (International) Limited





***J&A (International) Limited***

Vale Road  
Spilsby  
Lincolnshire  
PE23 5HE



***J&A (International) Limited***

***To show competent employees.***

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



***J&A (International) Limited***



# 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***

| Health & Safety Targets 2011   |  |                    |               |            |
|--|--|--------------------|---------------|------------|
| 3 Year Plans   |  |                    |               |            |
| H&S1   |  |                    |               |            |
| Objective To Reduce Accidents & Incidents in the J&A International Ltd Group |  |                    |               |            |
| Target: To reduce accidents and incidents to the previous year               |  |                    |               |            |
| 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        | 09/02/2010 |
| 3  | Involve Team Leaders & Safety Representative       | Compliance Manager | Feb-10        | 09/02/2010 |
| 4  | Review areas for improvement                       | Compliance Manager | Feb-10        | 09/02/2010 |
| 5  | Evaluate the actions available in this area        | Compliance Manager | Mar-10        | 17/03/2010 |
| 6  | Implement actions to reduce accidents in this area | Compliance Manager | Mar-10        | 25/03/2010 |
| 7  | Review accidents                                   | Compliance Manager | Jun-10        | 30/06/2010 |
| 8  | Evaluate the actions available                     | Compliance Manager | Aug-10        | 31/08/2010 |
| 9  | Implement actions to reduce accidents in this area | Compliance Manager | Aug-10        | 31/08/2010 |
| 10   | Monitor areas                                      | Compliance Manager | Jan-10-Dec-10 | 23/12/2010 |



***J&A (International) Limited***

# ***Management Review***

***Every 6 months.***

***All Senior members of Staff involved.***

K:\INTEGRATED SYSTEM\MANAGEMENT REVIEW\MEETING 27\2011.DOC



**J&A International Ltd**

Vale Road  
Spilsby  
Lincolnshire, PE23 5HE

Phone 01790 752757  
Fax 01790 752868

## **Management Review 27**

ANNUAL INTERGRATED MANAGEMENT SYSTEM REVIEW HELD ELECTRONICALLY – JANUARY 2011

Addressees:

- Compliance Manager (Chairperson)
- CEO
- HR Director
- Managing Director
- International Sales & Marketing Director
- UK Sales & Service Director
- Management Accountant
- Purchasing Manager
- Export Sales Manager
- Head of ID Workwear Division
- Systems development Manager
- Business Manager

### **Item 1 : Items From Previous Minutes**

The minutes of the previous meetings are attached for agreement.

The actions outstanding from the previous review are:

To include on completion of the Filemaker project:

- 1- To have ONLY authorised changes to the system
- 2- To have a log of changes to the system with dates and who authorised

***Records of all meetings & Actions.***



***J&A (International) Limited***

# The Environment

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

| Aspects - Impacts- Law- Procedure          |   |   |   |   |   |   |       |           |          |        |  | Reviewed | 01/06/2011 |
|--|---|---|---|---|---|---|-------|-----------|----------|--------|--|----------|------------|
| OTHER IMPACTS                              |   |   |   |   |   |   |       |           |          |        |  |          |            |
| Table One - Environmental Inputs - Outputs |   |   |   |   |   |   |       |           |          |        |  |          |            |
| Input/Output                               | 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      |  |          |            |



***J&A (International) Limited***

# Maintenance

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



## Plant Maintenance

### Active Tasks

| Week Due | Asset | Description                        | Type     | Location                  | PPM ID | Description                                      | Trade      |
|----------|-------|------------------------------------|----------|---------------------------|--------|--|------------|
| 201102   | 01003 | WSPO Winter Warm Heater            | Plant    | Factory / Factory Grounds | 361    | WSPO winter warm heater                          | Gas Safe   |
| 201112   | 00010 | Exterior Surfaces                  | Property | First Floor Office        | 250    | Exterior Surfaces New Office Block Three         | H&S        |
| 201115   | 10104 | Alto Wet and Dry Vacuum Cleaner    | Plant    | Sewerroom / Wash          | 150    | Alto Vacuum Cleaner Quarterly                    | Technician |
| 201112   | 00022 | Electrol Testing                   | Property | Factory / Factory Grounds | 341    | Electrol Testing 2 Free Yearly                   | Electrical |
| 201123   | 00007 | Water Dispenser                    | Plant    | Canteen                   | 351    | Water Dispenser Monthly                          | Cleaner    |
| 201123   | 00006 | Water Dispenser                    | Plant    | Factory Block             | 351    | Water Dispenser Monthly                          | Cleaner    |
| 201123   | 00011 | Rink Stool                         | Plant    | Service Office            | 309    | Rink Along Stool Four Weekly                     | H&S        |
| 201124   | 01007 | RF Welder                          | Plant    | Embroidery                | 355    | RF Welder Monthly                                | Technician |
| 201124   | 00702 | Cold Drinks Machine                | Plant    | Canteen                   | 279    | Cold Drinks Fridge Three Monthly                 | Coca Cola  |
| 201124   | 00313 | Effluent Pump                      | Plant    | Sewerroom / Wash          | 202    | Effluent Pump Four Weekly                        | Technician |
| 201124   | 01003 | Kissel And Wolf Denol Coating      | Plant    | Sewerroom / Wash          | 129    | Kissel Emulsion Coating Machine Four Technicians |            |
| 201124   | 00015 | Gutters                            | Property | First Floor Office        | 253    | Gutters Clean Six Monthly                        | Handyman   |
| 201124   | 01012 | Reval 4000 Shredder                | Plant    | First Floor Office        | 377    | Shredder four weekly                             | Technician |
| 201124   | 01400 | Search And Seize Tiler             | Plant    | S&T                       | 260    | Space Elimination Tiler Quarterly                | Technician |
| 201124   | 00504 | Air Stream Ventilation System      | Plant    | Factory / Factory Grounds | 181    | Air Stream Ventilation Six Monthly               | Technician |
| 201124   | 00013 | Gutters                            | Property | Factory / Factory Grounds | 253    | Gutters Clean Six Monthly                        | Handyman   |
| 201125   | 00703 | Cold Drinks Machine                | Plant    | Canteen                   | 279    | Cold Drinks Fridge Three Monthly                 | Coca Cola  |
| 201125   | 00013 | Woods Rebound And Sifting Machine  | Plant    | Transfer Point            | 7      | Woods Rebound Machine Four Weekly                | Technician |
| 201125   | 10170 | Acetate Jet Force Gas Tunnel Dryer | Plant    | S&T                       | 329    | Acetate Gas Dryer Monthly                        | Technician |
| 201125   | 00223 | Drying Rack                        | Plant    | Emblem Print / Sheet      | 198    | Drying Rack Six Monthly                          | Technician |
| 201125   | 00224 | Drying Rack                        | Plant    | Emblem Print / Sheet      | 198    | Drying Rack Yearly                               | Technician |
| 201126   | 00403 | Brother Lockstitch Machine D024755 | Plant    | Embroidery                | 35     | Brother Lockstitch Machine Four Weekly           | Technician |
| 201126   | 01204 | Haukei Atom Cutting Press DE 25L   | Plant    | Embroidery                | 245    | Weekly Clean Embroidery Area                     | Operator   |
| 201126   | 00007 | Marmot Overlocking Machine         | Plant    | Embroidery                | 66     | Marmot Overlocker Quarterly                      | Technician |
| 201126   | 00008 | Marmot Overlocking Machine M20U    | Plant    | Embroidery                | 66     | Marmot Overlocker Quarterly                      | Technician |
| 201126   | 01006 | Tajima Embroidery Machine 1 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 00057 | Tajima Embroidery Machine 2 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 00035 | Tajima Embroidery Machine 4 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 00034 | Tajima Embroidery Machine 8 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 01001 | Tajima Embroidery Machine 8 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 00025 | Yellow Block Step                  | Plant    | Embroidery                | 312    | Yellow Block Step Monthly                        | H&S        |
| 201126   | 10000 | Tajima Embroidery Machine 8 Head   | Plant    | Embroidery                | 30     | Embroidery Machine Weekly                        | Technician |
| 201126   | 00329 | Barich Grinder                     | Plant    | Maintenance               | 200    | Barich Grinder Four Weekly                       | Technician |
| 201126   | 00702 | Chop Saw                           | Plant    | Maintenance               | 199    | Chop Saw Four Weekly                             | Technician |
| 201126   | 10147 | Pump Water Solar                   | Plant    | Canteen                   | 354    | Water Solar Monthly                              | Technician |
| 201126   | 00122 | Fly Catcher                        | Property | Canteen                   |        |  |            |
| 201126   | 00305 | Drying cabinet Washroom            | Plant    | Sewerroom / Wash          | 192    | Screen Drying Cabinet Weekly                     | Technician |
| 201126   | 01003 | Kissel And Wolf Denol Coating      | Plant    | Sewerroom / Wash          | 251    | Weekly Machine Clean Sewerroom Area              | Operator   |
| 201126   | 00005 | Nalgraph Vertical Exposure Frame   | Plant    | Sewerroom / Wash          | 207    | Vertical Exposure Frame Weekly                   | Technician |
| 201126   | 1007  | Omnicon Stencil Developing Machine | Plant    | Sewerroom / Wash          | 134    | Omnicon Stencil Developing Machine               | Technician |
| 201126   | 1007  | Omnicon Stencil Developing Machine | Plant    | Sewerroom / Wash          | 92     | Weekly Clean Omnicon Stencil                     | Operator   |
| 201126   | 00307 | Screen Drying Cabinet Coating      | Plant    | Sewerroom / Wash          | 192    | Screen Drying Cabinet Weekly                     | Technician |

### Common Breakdowns & Repairs

| Asset | Description                           |
|-------|---------------------------------------|
| D1108 | Polar Ink Dispensing Machine          |
| D1494 | Wohlerberg Guillotine 115             |
| D1110 | Wohlerberg Cut Tec High Speed Guillot |
| D1102 | Full Level P0000 Imprinter            |
| D0027 | Full Level P0000 VO/HSPO Online Proo  |
| D1893 | WSPO Winter Warm Heater               |
| D1001 | Tajima Embroidery Machine 6 Head Th   |
| D0080 | Tajima Embroidery Machine 6 Head TF   |
| D0082 | Nalgraph Self Contained Exposure Unit |
| D1100 | Newsprint Semi Auto Film Printing M   |

12 Months

8 Months

### Active Breakdowns & Repairs

| Asset | Week | Description |
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**J&A (International) Limited**



# ***Serious Incident Recovery (SIR)***

***J&A International has a Serious Incident Recovery Team, dedicated in completely re-starting the business 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.***



***J&A (International) Limited***