



The Ex Zone Ltd
Unit 22 Lyon Road
Hersham, Surrey
KT12 3PU
Tel +44 (0) 845 271 4141
Fax +44 (0) 845 271 4142
Email sales@theexzone.com
Web www.theexzone.com

COMPANY PROFILE

The Ex Zone LTD was formed in 2004 with the aim of becoming a specialist supplier of electrical and instrumentation control equipment and a provider of solutions to the use of electrical equipment in hazardous locations.

To this end, we continue to develop the range of equipment and assemblies we supply for both hazardous area locations and industrial situations with full technical support. Our engineering capability enables us to provide a complete service for the supply of:

EX equipment, EEx-d, EEx-e, EEx-n, EEx-i

- Motor starters
- Distribution panels
- Battery isolators
- DC power supplies
- PLC control panels
- Transformers
- Monitoring alarm panels
- Luminaries
- Terminal junction boxes

Industrial

- Motor control centres
- Distribution panels
- Power supply units
- Mimic panels
- Control desks

Instrumentation

- Solenoid valve control panels
- Wellhead gauge panels
- Process control panels



QUALITY POLICY

Our policy is to give quality of service and customer satisfaction the highest possible priority.

As a company we will accomplish this by:

- Ensuring that the requirements of our Customers are achieved and delivered in an efficient, cost effective and profitable manner.
- Progressively identifying and implementing best practice throughout our business.
- Ensuring that all personnel are suitably trained and competent to carry out the tasks required of them.
- Complying with and progressively developing and improving our Quality Management System and the service offered to customers.
- Establishing objectives and targets on an annual basis which are communicated throughout the Organisation, reviewed regularly and then reported at least annually at Management Review
- Including all relevant statutory and regulatory requirements within our service.

This policy will ensure the continued growth and profitability of the business and job security for our staff and as such will be displayed in all main work areas to ensure awareness by all Staff, Customers and other interested parties.

The accuracy and continued relevance of this Policy Document will be reviewed annually by the Managing Director.

Antony Castiglione
Managing Director

6 January 2020



HEALTH AND SAFETY GENERAL POLICY STATEMENT

At The Ex Zone Ltd we recognise our duties under current health and safety legislation and we will endeavour to meet the requirements of this legislation and maintain a safe and healthy working environment. Our Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

The Ex Zone Ltd recognises its duty to make regular assessment of the hazards and risks created in the course of our business. We also recognise our duty, so far as is reasonably practicable:

- To meet our legal obligations to maintain safe and healthy working conditions;
- To provide adequate control of the health and safety risks so identified;
- To consult with our employees on matters affecting their health and safety;
- To provide and maintain safe plant and equipment;
- To ensure the safe handling and use of substances;
- To provide information, instruction, training where necessary for our workforce, taking account of any who do not have English as a first language;
- To ensure that all workers are competent to do their work, and to give them appropriate training;
- To prevent accidents and cases of work related ill health;
- To actively manage and supervise health and safety at work;
- To have access to competent advice;
- To seek continuous improvement in our health and safety performance and management through regular (at least annual) review and revision of this policy; and
- To provide the resource required to make this policy and our Health and Safety arrangements effective.

We also recognise:

- Our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and
- Our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us. In support of this policy a responsibility chart and more detailed arrangements have been prepared.

Antony Castiglione
Managing Director

6 January 2020

The policy is reviewed on a periodic basis. Further documentation on The Ex Zone's H&S is available on demand.



The Ex Zone Ltd
Unit 22 Lyon Road
Hersham, Surrey
KT12 3PU
Tel +44 (0) 845 271 4141
Fax +44 (0) 845 271 4142
Email sales@theexzone.com
Web www.theexzone.com

ENVIRONMENTAL POLICY

Wherever practicable we are committed to progressively achieving environmental best practice throughout our business activities.

The goals and objectives of our environmental management programme are based upon progressive and continual improvement consistent with current environmental legislation yet remain pragmatic.

In pursuit of our environmental goals and objectives we will, where practicable:

- Progressively identify and minimise any potentially harmful effects that our activities may have on the environment
- Encourage our employees to adopt environmental best practice
- Promote recycling and the use of recycled materials
- Progressively work towards conserving energy

This policy statement will be displayed in all main work areas and to ensure that all staff, customers, contractors and members of the public are aware of our commitment to the progressive protection of the environment.

The accuracy and continued relevance of this Policy Document will be reviewed annually by the Managing Director.

Antony Castiglione
Managing Director

6 January 2020



CONTRACTOR & SUB-CONTRACTOR MANAGEMENT POLICY

1.0 Purpose and scope

The purpose of this program is to establish the minimum safety requirements for contractors and sub-contractors to be able to work on The Ex Zone LTD owned property. The objectives of this policy are to ensure that all personnel working on The Ex Zone LTD facilities are adequately trained in safe procedures and job task functions, to ensure that safety and environmental policies have been established, provide early communication of work activities, and that management is committed to safety.

The Ex Zone LTD has a vital interest in maintaining a safe, healthy, and efficient working environment. Being under the influence of a drug or alcohol on the job poses serious safety and health risks to the user and to all those who work with the user. The use, sale, purchase, transfer, or possession of an illegal drug or contraband in the workplace, and the use, possession, or being under the influence of alcohol also poses unacceptable risks for safe, healthy, and efficient operations.

The Ex Zone LTD has the right and obligation to maintain a safe, healthy, and efficient workplace for all of its employees and subcontractors and to protect the organization's property, information, equipment, operations and reputation.

The Ex Zone LTD may perform drug or alcohol testing of any contractor or subcontractor who manifests "reasonable belief" behavior, or if they are involved in an accident, or happens to be working with us at the time of random drug testing at The Ex Zone LTD facility or location.

These requirements will be sent to all contractors & sub-contractors at the time of issuing a purchase order.

2.0 Training

Contractor and sub-contractor personnel shall be adequately trained for the tasks or activities to be accomplished. This includes being in compliance with appropriate safety and environmental training codes, standards, laws and regulations as required by governmental or regulatory agencies having jurisdiction at the work site (e.g. DOT, OSHA). The Ex Zone LTD may request copies of all training records for contractor and sub-contractor personnel.

3.0 Personal Protective Equipment (PPE)

Contractors and sub-contractors shall provide their employees with the proper PPE for them to perform their jobs safely. The following is the minimum PPE required to work at The Ex Zone LTD facilities. Any additional job specific PPE (face shields, goggles, respiratory protection, fall protection, hand protection, etc.) required by The Ex Zone LTD or government regulations shall also be provided by the contractor or sub-contractor. Minimal PPE Requirements for Contractors and Sub-Contractors:

1. Safety glasses will be worn in areas where employees are exposed to flying particles.
2. Hard hats shall be worn at all times in the yard. Hard hats are not required in the following areas or situations:
Warehouse, mechanical and electrical Workshop.
3. Safety steel toe shoes/boots shall be worn at all times when working anywhere at The Ex Zone LTD facilities except offices.
4. Hearing protection is required in high noise areas or areas that are posted as requiring hearing protection.
5. Fall protection equipment shall be worn when working or climbing more than six feet above an established working surface.

4.0 Job Safety Analysis (JSA)

The Ex Zone LTD supports the completion of a job safety analysis as a means of evaluating and controlling existing or potential workplace hazards and to ensure the information is communicated to all affected personnel.



A JSA may be required based upon the complexity of the job, the number of personnel involved and the hazards that may be encountered (i.e. hot work operations, working at heights requiring fall protection.) The Ex Zone LTD approval of the JSA is a requirement. The JSA should define each person's roles and responsibilities.

A JSA must be completed with a The Ex Zone LTD representative (The Ex Zone LTD supervisor, HSE Manager or director) along with the entire subcontractor work team if any of the following questions can be answered with "Yes":

- Will you be working above 6 feet?
- Will you be lifting anything heavier than 25.0 Kg?
- Will you be using any chemicals?
- Will you be using any electrical equipment?
- Will you need to have access to The Ex Zone LTD's forklift?

5.0 Basic safety rules

- No jewelry allowed except watches with break-a-way bands.
- Everyone has permission to stop-a-job, so if anyone from The Ex Zone LTD asks you to stop working due to a safety violation or concern, you must stop. Ask The Ex Zone LTD employee to call the management to come to your location so that the situation can be discussed and rectified.
- When lifting or moving loads; assess the weight, bulkiness of the item, and the route of travel. Use proper lifting techniques. When the load is over 25.0Kg. it will take more than one person to lift, the worker shall ask for assistance or use a mechanical lifting device. The Ex Zone LTD employees must operate The Ex Zone LTD equipment.
- Use handrails when ascending or descending stairways.
- The use, possession and distribution of alcohol, illegal drugs, or deadly weapons while on Company premises are prohibited.
- If you are bringing any chemicals into The Ex Zone LTD's yard, you must present the MSDS immediately to a supervisor. All containers must be properly labeled.

6.0 Inspections and Audits

The Ex Zone LTD reserves the right to inspect/audit the Environmental, Health and Safety activities of all contractors and sub-contractors who work on company properties. The objective of conducting an inspection/audit is to assure that all contractors are in compliance with applicable regulatory and The Ex Zone LTD requirements and to prevent Environmental and Safety incidents.

7.0 Incident Reporting and First Aid Facilities

Contractors and sub-contractors shall immediately notify a The Ex Zone LTD supervisor of all accidents resulting in personal injury, damage to property, or incidents with possible infractions of applicable environmental protection regulations. There are first aid stations and eye wash stations on the The Ex Zone LTD facility. The contractor or sub-contractor should locate these stations prior to starting a job.

8.0 Emergency Planning

In the event of fire occurring on the premises, all visitors shall follow their escorts and gather by the The Ex Zone LTD sign near front estate of car park main entrance.

9.0 Signature of Agreement

Contractors need to read and fully understand these minimal safety and environmental requirements for working at The Ex Zone LTD facilities. Contractors need to understand that these are minimal requirements and any additional precautions or safety procedures needed to secure the safety of their employees will be established. Contractor signs the agreement Form.

Antony Castiglione
Managing Director

6 January 2020



VISITOR SAFETY PROGRAM

1.0 Purpose

The purpose of this guide is to present health and safety information to all personnel visiting The Ex Zone LTD to ensure that you conduct yourself in a safe manner and comply with all The Ex Zone LTD Safety Management Safety Management Requirements.

2.0 Procedure

During your visit to The Ex Zone LTD you are required to remain with your escort at all times while in the yard.

Personal Protective Equipment (PPE)

All visitors shall wear the proper PPE once they leave the offices and enter the workshop area. The following is the list of PPE requirements for visitors:

1. Safety glasses
2. Steel-toe boots/shoes
3. Hearing protection around noisy areas
4. Hand protection and suitable appropriate clothing

In addition and depending upon any specific tasks or activities you may be required to wear additional job specific PPE.

Emergency Planning

In the event of an emergency occurring on the premises, all visitors shall follow their escorts and gather at The Ex Zone LTD sign.

Incident Reporting

Visitors shall immediately notify a The Ex Zone LTD supervisor of all accidents resulting in personal injury. Should you require First Aid please notify The Ex Zone LTD representative.

3.0 General

We have lifting equipment (fork lift) working in the workshop. Pedestrians have the right-of-way, but visibility is poor when you are driving a forklift. Never assume that the driver can see you. The best practice is to stand clear, as far away as possible and let the driver pass.

Workshop may have slippery wet surface. To prevent tripping and falling, watch where you are walking at all times.

When we are electrical tests, we have red warning lights and sounder that come on to alert others. If you notice the red warning lights and hear sounder on, you should stay 10 meters away from the test area.

Antony Castiglione
Managing Director

6 January 2020



QUALITY MANAGEMENT SYSTEM

1.0 Integrated Management System

1.1 General Requirements

Our Integrated QHSE Management System is designed to continually improve the effectiveness and efficiency of our performance by addressing the needs of the business, our customers, other interested parties and all relevant statutory and regulatory requirements. There are no exclusions to the requirements of ISO 9001: 2015.

The requirements of our Integrated Management System are defined in a structure of documents as shown in Section 1.2 below.

1.2 Documentation Requirements

The Integrated Management System is compiled in stages of documentation as follows: QHSE Policies; QHSE Manual; Business Flow Diagram (shows interaction between the processes); QHSE Procedures; Where appropriate Work Instructions; Guidance Documents; externally supplied information and relevant records.

All relevant documentation is controlled as defined in the appropriate procedures and/or the associated forms.

2.0 Management Responsibility

2.1 Management Commitment

The Business Director is responsible for:

- The compilation, ownership and implementation of the QHSE Policies.
- Ensuring ownership of the Integrated Management System by personal example.
- Assessing the effectiveness of the Integrated Management System during Management Review Meetings.
- Ensuring there are sufficient and suitable resources to meet the needs of the customer, the business, other interested parties and all relevant statutory and regulatory requirements.

2.2 Customer Focus

The Director is responsible for ensuring that the customer's requirements are fully established and delivered as defined in the appropriate procedures and/or forms.

2.3 Integrated Management System Policies

The Business Director is responsible for reviewing the continuing suitability and accuracy of the Integrated Management System Policies during the Management Review Meetings as defined in the appropriate procedure.

2.4 Objectives & Planning

The Director is responsible for setting objectives on an annual basis at the management review meeting, these objectives are reviewed on an ongoing basis and reported on at the next management review. The objectives of our Integrated Management System are driven by the QHSE Policies. **The quality system shall ensure that the product conforms to the type described in the Ex certificate and the technical documentation. The planning shall include the requirements of ISO/IEC 80079-34 (incl. appendices).**

Any change to the Integrated Management System or the service offered to customers that will have an impact on the integrity of the system will be reviewed, planned and implemented through the Management Review Meetings.

2.5 Responsibility, Authority and Communication

The responsibilities of key personnel below the level of Director are defined in specific job descriptions and are set out in the organisation chart in Appendix A. Where appropriate individual responsibilities are further defined in the procedures and/or forms.

The QHSE Advisor is responsible for the development and improvement of the Integrated Management System and for helping to promote awareness of customer requirements throughout the business.



The Director is responsible for ensuring that all important information relating to the needs of the customer, the business and other interested parties is adequately conveyed to relevant personnel by the most appropriate means.

2.6 Management Review

The Business Director is responsible for reviewing the effectiveness and continuing suitability of the Integrated Management System at periods not exceeding twelve months. All review activities are carried out and documented as defined in the appropriate procedure, in addition Quality Management meetings will be held to review the system specifically the effectiveness of corrective and preventive actions.

3.0 Resource Management

3.1 Provision of Resources

The Managing Director is responsible for providing sufficient resources for the effective implementation and monitoring of the Integrated Management System and to ensure that the needs of the customer and the business are achieved.

3.2 Human Resources

The Director is responsible for the recruitment and monitoring of all personnel and for the review of any additional training requirements to ensure their continued competency to carry out the duties or tasks required of them. The effectiveness of any training is evaluated during the annual training review process as defined in the appropriate procedure.

3.3 Infrastructure

The Managing Director is responsible for ensuring that all work areas, facilities, processes and equipment are safe and suitable for the needs and expectations of Employees, the Customer, the business and other interested parties.

3.4 Work Environment

The company is responsible for providing a work environment which will ensure: compliance with the Health and Safety requirements; the quality, integrity and delivery of the product or service is not compromised; the needs of the customer are fulfilled and damage to the environment is minimised.

4.0 Product Realisation

4.1 Planning of Product Realisation

Any planning relating to product realisation is defined in the appropriate operational procedures and, if applicable, the quality plan.

4.2 Customer-related Processes

Specified and non-specified requirements of the customer, including any statutory or regulatory requirements, are adequately reviewed at the enquiry/quotation and contract/purchase order award stages as defined in MP016. Communication with the customer is carried out as defined in the appropriate procedures.

4.3 Design and Development

All relevant design and development related activities are carried out as defined in the appropriate procedure.

4.4 Purchasing

All relevant activities relating to the evaluation, selection and monitoring of vendors and the purchase and receipt of quality critical goods or services are carried out as defined in the appropriate procedures. For evaluation and re-evaluation of products items will be monitored on receipt.

4.5 Production and Service Provision



All relevant personnel and, if applicable, approved vendors, are issued with or have access to all necessary information to ensure that the requirements of the contract are achieved.

All operational activities including, where applicable, post-delivery activities are carried out as defined in the contract or purchase order and the appropriate procedures.

Activities relating to any product or service entailing processes which cannot be fully verified by subsequent inspection, monitoring or measurement are, where applicable, defined in the appropriate project specific documentation.

The process for the identification and traceability of the products and/or service, including any monitoring or measurement requirements, is defined in the appropriate procedures.

Where applicable, all Customer owned property, including any intellectual property, is identified, protected, held and maintained as defined in the appropriate procedure.

Products are handled, stored, protected, prepared for shipment, packaged and delivered in a manner which prevents loss, damage, deterioration or misuse and prevents harm or injury to personnel, members of the public or the environment.

All operational activities that have the potential to cause harm to people or the environment are adequately addressed by procedures, work instructions, risk assessments and COSHH assessments as appropriate.

4.6 Control of Monitoring and Measuring Devices

All relevant equipment used for monitoring and measuring purposes is clearly identified and in a known state of calibration as defined in the appropriate procedure.

5.0 Measurement, Analysis and Improvement

5.1 Monitoring and Measurement

Customer - Information relating to customer perception is obtained on an ongoing basis through general communication. Any relevant information is recorded and remedial action is taken as necessary.

Integrated Management System – QHSE Audits are carried out and documented by a trained Auditor who is independent of the area being audited as defined in the appropriate procedure.

Relevant information derived from the monitoring and measurement process is discussed at the Management Review Meetings as defined in the appropriate procedure.

Product and Service - All relevant activities relating to the monitoring and measurement of the product or service are carried out and documented as defined in the appropriate procedures and/or forms.

5.2 Control of Non-conforming Products

All non-conforming products are identified and where necessary segregated pending resolution as defined in the appropriate procedure.

5.3 Analysis of Data

Data used to demonstrate the effectiveness and continuous improvement of the Integrated Management System is analysed during the Management Review Meetings as defined in the appropriate procedure.

5.4 Improvement

An electronic corrective and preventive action system is used to investigate all actual or potential Integrated Management System improvements, deficiencies and customer complaints in order to prevent occurrence/recurrence and ensure a process of continual improvement as defined in the procedure built into the electronic form.