Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number	100776368CCI
Name of Policyholder	Graphskill Limited
Date of Commencement of Insurance	01 April 2023
Date of Expiry of Insurance	31 March 2024

We hereby certify that subject to paragraph 2

(1) the Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney (b)

(2) the minimum amount of cover provided by this Policy is no less than £5million (c)

Signed on behalf of: **Aviva Insurance Limited** (Authorised Insurer)

Authorised Signatory
Adam Winslow
CEO, UK & Ireland General Insurance

Notes

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

QUALITY ASSURANCE MANUAL

Mission Statement..."at Graphskill we aim to set the standard in clamping pipes. ".

Prince Andrew meets & chats with our M.D. about the quality products we manufacture at Graphskill.

For more information about the Quality of Graphskill please visit our web site www.graphskill.com

CONTENTS

Introduction, Policy Statement & Management Responsibility

Introduction:

Graphskill Limited have a small, but well equipped factory in Cleator Moor, on the outskirts of Whitehaven in Cumbria.
Graphskill have been trading since 1976 as a manufacturing company mainly producing pipe support systems & related components such as: U bolts, Eyerods, Pipe clips, Bracketry etc.. The Company takes pride in being considered specialists in the manufacture of this type of equipment for all fields of industry such as: nuclear, chemical, power and marine, in most grades of stainless & carbon steels.
Extensive Quality Assurance Procedures have been developed within the Company to ensure compliance to ISO 9001-2008, and to cope with Clients specific requirements.
Graphskill Limited is recognised by some of the major national & international companies as a reliable manufacturer of pipe support components such as: U bolts, Pipe Clips, Hangers & Bracketry etc..
Listed below are some of the larger companies for whom we have completed work successfully in the past:

- BNFL
- Racal
- Babcock Power
- Balfour Beatty
- AMEC
- Laing
- United Utilities
- Powergen
- ICI
- Iggesund Paperboard
- Kvaerner
- Armitage Shanks
- Mc Alpine

<u>International</u>

- Glatt GmbH (Germany)
- British Metric Inc. (U.S.A.)
- V.T. Informatika (Hungary)
- Ecoservice srl (Italy)
- Unidro spa (Italy)
- B7 Industriel Inc. (Canada)
- Stovis Trading B.V. (Holland)
- Phoceene - Group Genoyer (France)
- Smart Tech Solutions (Greece)
- Merko AS (Norway)

Policy Statement:

The board of Directors of Graphskill Limited have implemented a Quality Assurance Policy which is structured to meet the needs of our clients requiring compliance to ISO 9001-2008, or better.

The responsibility for Quality Assurance within the Company is vested in the Company's Q.A. Manager, who reports directly to the Managing Director.

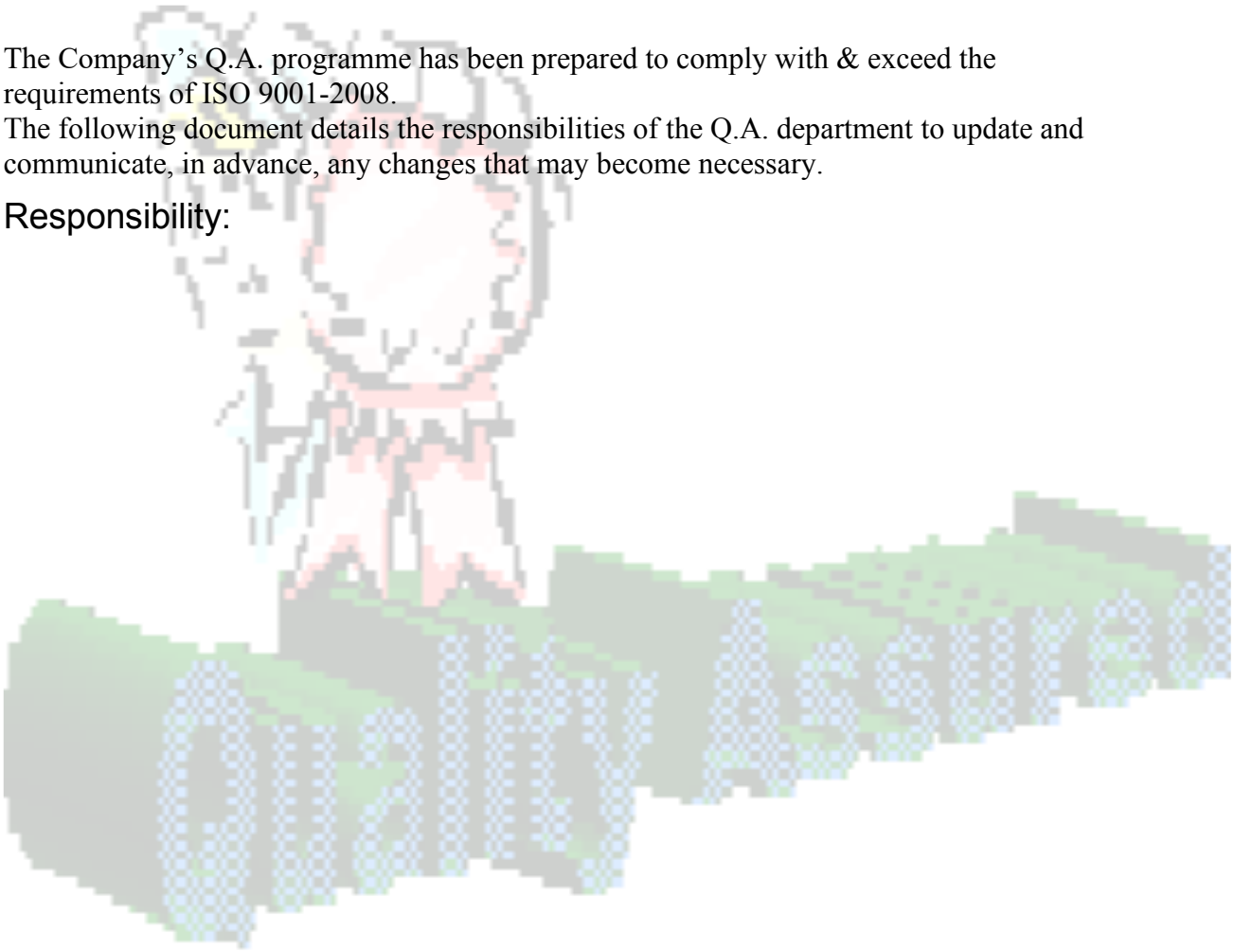
The Q.A. Systems will have the whole hearted support of the M.D. & all the management and departments within the Company.

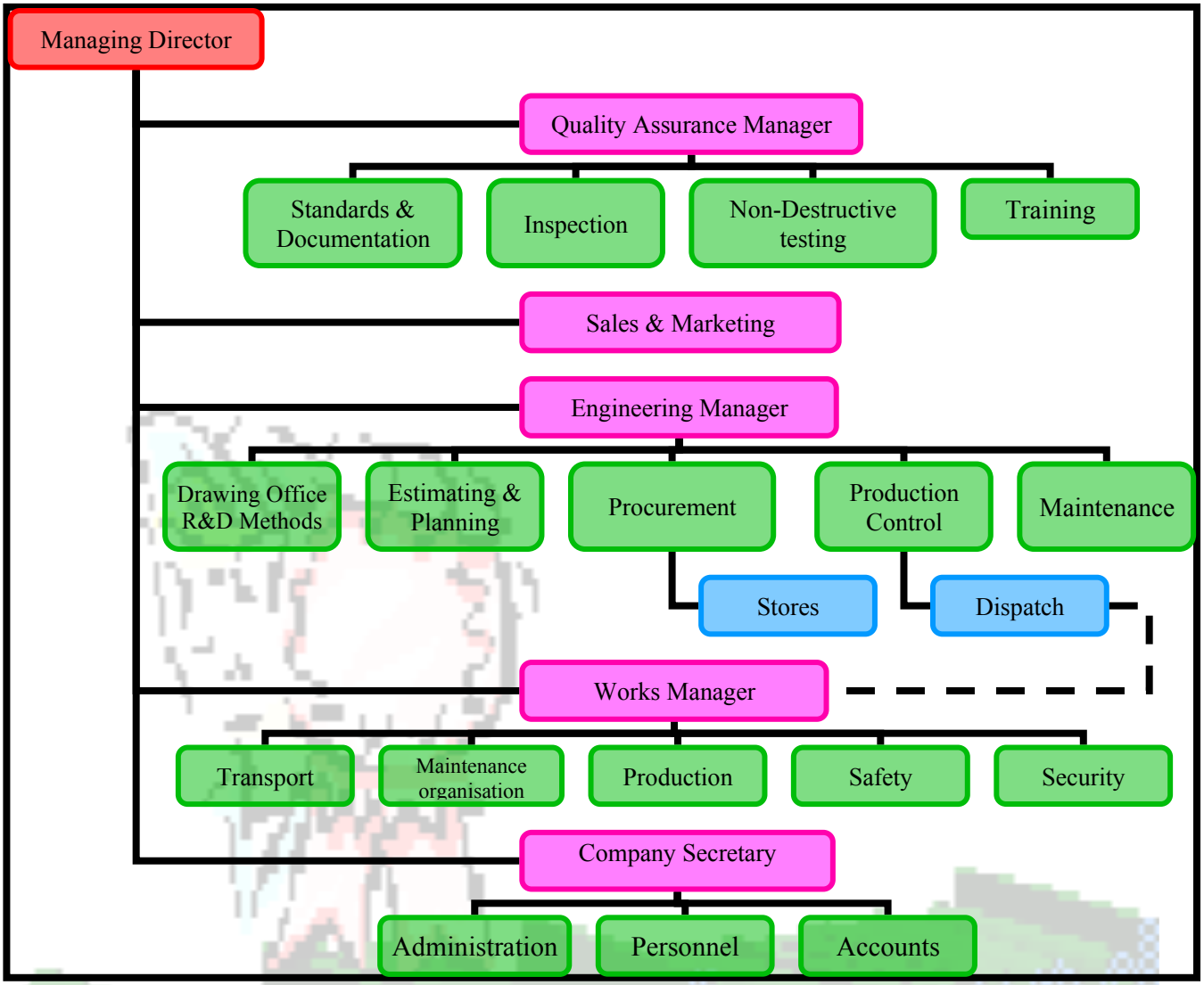
The quality function will be responsible for providing the following:-

- The quality organisation and terms of reference.
- Establishing & maintaining process controls/recording systems.
- Controlling the inspection and N.D.T. departments.
- Supplier evaluation and internal auditing.
- Customer liaison.
- Quality planning.
- Standards control.

The Company's Q.A. programme has been prepared to comply with & exceed the requirements of ISO 9001-2008.
The following document details the responsibilities of the Q.A. department to update and communicate, in advance, any changes that may become necessary.

Responsibility:





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In the absence of any structure member, their responsibilities will be transferred to their immediate superior.

Job Descriptions

Managing Director
Reporting to: Board of Directors.
General responsibilities:
To implement the Company Policies and by taking overall control of the Quality System, ensuring that it conforms to the standards stated in the Policy Statement. This achieved by regular reviews & audits ensure that an appropriate standard of end product is maintained.

Works Manager
Reporting to: Managing Director.
General responsibilities:
To organise & control the labour force of the Company to ensure that the manufacturing facilities & skills are efficiently and profitably employed.
To ensure that all works personnel adhere to the Management Systems & Procedures as specified by the company.
To liaise closely with all departments, at all times, reporting at the correct time deviations to the specification, progress or scope of work to the appropriate departments.
Welfare & well being of all Production Personnel.
For the organisation of Despatch & Transport requirements.
To assist/take lead in development & methods work as required.
To liaise closely in all matters with the Engineering, Inspection & Q.A. Depts.

Quality Assurance Manager
Reporting to: Managing Director.
General responsibilities:
To ensure that the Management Policy & Systems, Quality Assurance Objectives, Organisation, Operational Procedures & Facilities are maintained to the standards as specified in the Company QA Manual.

Engineering Manager
Reporting to: Managing Director.
General responsibilities:
To ensure that quotations are raise to current practice in terms of scope & pricing.
To ensure that all details required to manufacture goods to the quality expected are current & available to Production.
To be responsible for the procurement of sub-contract materials & services in line with the procedures as detailed in the QA Manual.
Responsible for the maintenance of company plant, machinery, vehicles & buildings etc., including compilation/maintaining of Plant Register.

Management Review

To provide evidence of continuing compliance with the Quality System, Management carries out periodic reviews. All procedures and documentation within the Quality System are subject to internal audit and these reports, together with in-house and supplier non-conformance reports and customer complaints/satisfaction reports will be considered in the Management Review (OP1/001).
The Quality Assurance Department will maintain records of these reviews.

Quality System Objectives

Graphskill Limited have established and will maintain a documented quality system, to ensure that client specifications are met in full. This includes the preparation of operating procedures and work instructions and their effective implementation, as required by ISO 9001-2008.

Contract Review

Each contract will be reviewed without delay and recorded on QC003, to ensure that the client requirements are accurately defined and documented, that resources, approvals, procedures, and instructions are available to meet the requirements and that the contract conforms to the tender submitted; if not, then differences will be resolved with the Client without delay.
These contact reviews will be carried out in accordance with the contract review procedure, (OP3/001).
QUALITY PLANS, (QC008), will only be furnished to Clients who specifically request them, although all standard items will be subjected to their own standard quality plan as detailed on the QC15 &/or QC16.

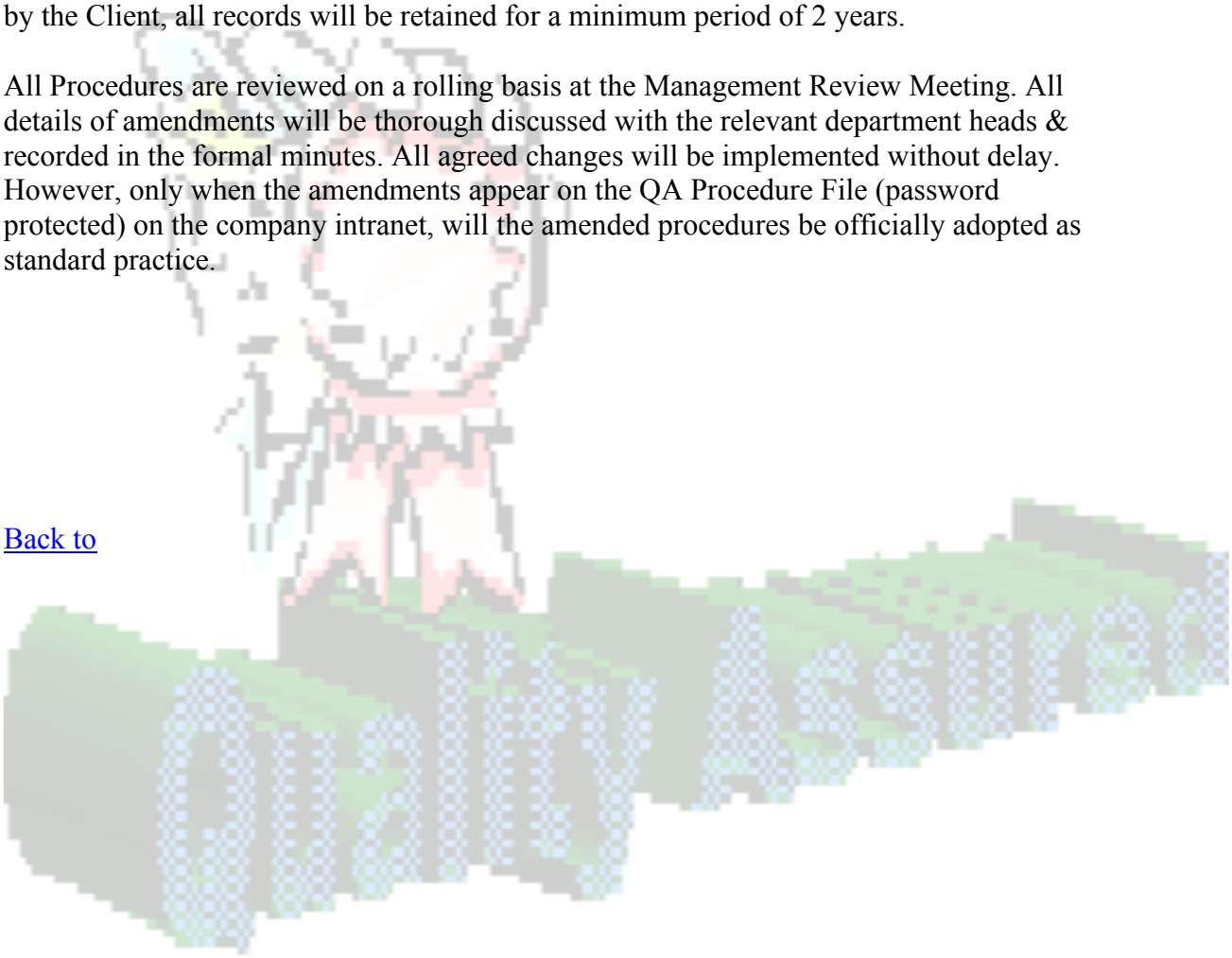
Control Documentation And Change Control

It is the POLICY of the Company that documentation and records are maintained to demonstrate the achievement of the required quality and the effective operation of the Quality Assurance Standard leading to efficient administration and organisation of the Company's business.

It is the responsibility of all Department Heads and Managers to maintain essential records applicable to their functions. The Quality Assurance Manager and his Department will review the overall system by internal audits to ensure that efficient operations continue and where necessary, with the co-operation of the users, institute improvement.

The details and types of records held and the methods and practices in which they are maintained, will be as detailed in the appropriate procedure. Unless specified otherwise by the Client, all records will be retained for a minimum period of 2 years.

All Procedures are reviewed on a rolling basis at the Management Review Meeting. All details of amendments will be thorough discussed with the relevant department heads & recorded in the formal minutes. All agreed changes will be implemented without delay. However, only when the amendments appear on the QA Procedure File (password protected) on the company intranet, will the amended procedures be officially adopted as standard practice.



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Procurement

It is the POLICY of the Company to produce goods, materials and services required for contract work from a Preferred Supplier. These Preferred Suppliers will be acceptable to the Company only if they qualify in one or more of the following categories :-

a) A supplier approved by a National Body.
b) A supplier who has given reliable service to the Company over several years.
c) A supplier nominated by the Client.
d) A supplier who has been audited by the Company and found acceptable.

The Procurement Officer will maintain a PREFERRED SUPPLIERS LIST, being suppliers who satisfy the foregoing requirements and will review each Supplier on a regular basis to assess current quality standards, see (OP5/001)

The Procurement Officer is responsible for ALL buying functions but it may be necessary on occasions for Departmental Heads to originate an order and on these occasions, the order must be given to the Procurement Officer, as soon as it is practicable, to allow progressing to be scheduled. It is the Procurement Officer's responsibility to ensure that the product or services purchased conform to specification.

The Purchase Order will contain precise description of the product or services and will give inspection instructions and approval/qualifications of product, procedures, equipment and personnel, together with title, number and issue of any relevant International Standard.
Where specified in the contract, GRAPHSKILL LTD will arrange for Sub Contractors to allow verification access of the Client's representative. This will form part of any contract entered into with the Sub Contractors, but will not detract from the quality activities and responsibilities of GRAPHSKILL LTD as a supplier of sub contracted goods or services.

Specialist sub-contract activities will adhere to procedures as detailed in the 'Sub-Contract Working Procedure' File

Client Supplied Products

FREE ISSUE MATERIALS – In cases where the Client supplies free issue materials of goods, the Company will establish and maintain procedures for the inspection, storage and maintenance of such items. Records will be kept and any damages or non-conformance will be reported immediately to the Client. Details and types of records held and the manner in which they are maintained are contained in the Company Procedure. (OP6/001) .

Identification & Traceability

ALL PRODUCTS will be identifiable at ALL stages of production, inspection or storage by a unique number, either individual items or by batch. This reference will form the basis of traceability throughout production, inspection, storage, despatch, invoicing and after-sales queries, (QC004A and QC009) . The inspection status at all stages of production, is indicated on the Part Specification Sheet (PSS)/cutting list, (QC015 &/or QC016) .

Process Control

The Company will ensure that all manufacturing processes are controlled so as to meet the requirements of ISO 9001-2008, or the special requirements of the Client.

The Engineering Department will be responsible for identifying and planning production processes which directly effect quality and the issuing, where necessary, documentation such as PSS, specifications, planning and methods sheets, quality plans, procedures, work instructions, standards, etc, to the Production and Inspection Departments. The Production Department will be responsible for ensuring that the correct processes, procedures, work instructions and good practices are used in manufacture so as to conform to the Quality Assurance Standard.

The manufacture of all work will be so controlled as to ensure the Quality Assurance Standard and the Production Department will be responsible for maintaining such records and documentation to satisfy this requirement.

Special Processes, the results of which cannot be verified by inspection or testing prior to use, will be subject to the same treatment as for general work, as outlined above, but these special processes will be qualified and records maintained of suitably qualified personnel, processes and equipment, by the Production Department.

Inspection & Testing

The Company's Inspection Department will ensure that all examination and inspection of materials, goods and services will be carried out to meet the requirements of the Client's contract and specification.

All incoming goods will be quarantined until inspection verifies conformance to specification on Purchase Order, (QC012) .

Where incoming goods are required urgently by Production Department, they will be released under very strict control, being positively identified and recorded to allow immediate recall in the case of non-conformity.

The Inspection Department provides the following services, an Inspection Section which is responsible for mechanical, dimensional, welding and other manufacturing checks at start up, stage and final inspection and another Section which is responsible for non-destructive testing, surface examination and other metallurgical examination of products. All inspection personnel are qualified to the standard appropriate to their work. In the event of the Company not having the resources in-house to carry out a required inspection, examination or test, then a sub-contractor will be selected from the "PREFERRED SUPPLIERS LIST" to do it on the Company's behalf.
The Department is supported by a Documentation and Standards Department.

The Inspection Department will ensure that all important aspects of quality controls are satisfied, e.g. identification and traceability of materials and goods throughout manufacture, good documentary control, adequate reports, etc. The Department will also ensure that such documents are required to meet the Quality Standard are maintained and that all work is done to conform with the relevant procedures.

The Inspection Department will ensure that all manufactured items receive a final inspection and, where necessary, are tested. They will also ensure that stage inspections have been checked out for correctness of materials, dimensions, processes, etc., in accordance with the Clients specification. Records will be maintained to supply evidence of conformance in the form of inspection reports, route cards, quality plans, etc. Non-conformity of materials of items will be strictly controlled until acceptable or scrapped. These items will be positively identified and segregated from other contract materials or items.

The Inspection Department will identify the inspection status of the material or item during all stages of manufacture. The material or item will be identified to distinguish between inspected and un-inspected by the use of a suitable form of identification.

Calibration of Inspection Equipment

In accordance with the Quality Assurance Policy and to meet the requirements of ISO 9001-2008, all inspection equipment will be calibrated at regular intervals to ensure their current status.

The Inspection Department will be responsible for providing, controlling, calibrating and maintaining inspection measuring and test equipment to demonstrate conformance of materials, goods and services to the specified requirements. A register of the status of inspection equipment will be maintained by the Inspection Department. (QC042). The Department will ensure that such documents and records as are required are maintained to meet the Quality Assurance Standard and all work is done to procedure. (OP10/001).

Inspection & Test Status

During all stages of manufacture and storage the inspection and test status will be clearly identified by suitable means and conformance or nonconformance indicated. Separate areas are set aside for work-awaiting inspection, work inspected and accepted and inspected and rejected. All rejected work will be strictly controlled until released by the inspection authority indicated on the rejection note. (QC025).

Control of Non-Conforming Products

Materials or products are designated as nonconforming if they fail to satisfy, IN FULL, all aspects of specifications of the contract.
To prevent the use or installation of nonconforming products, the company has set up controls in order to identify, document, evaluate, segregate and scrap or rectify these products and to notify the relevant function managers.
Nonconforming products are reviewed and actioned in accordance with the procedures used for this purpose, (OP12/001).
These procedures make provision for :-

a) The identification, segregation and disposition as appropriate.

b) Prevention of unautorised use, movement or mixing with conforming items.

c) Nominated personnel responsible from review and designation of nonconforming items.

d) Documented procedures for rectification, repair, rework or concession.

e) The keeping of adequate records detailing the item and the full extent of the nonconformance and the final disposition.

f) Feedback of information to the appropriate personnel for action to prevent recurrence.

g) Periodic reviews to detect trends in nonconformance.

h) Reporting nonconformance products to Client when this is a contractual requirement.

i) Repaired work to be re-inspected in accordance with the original procedure.

Corrective Action

Since the Company consider prompt and effective corrective action is an essential element of the Quality Assurance Programme, continuing vigilance is maintained over all conditions which could adversely effect quality to ensure timely detection of interior quality and correction of the causes.

Procedures, (OP13/001), are established to ensure that :-
The causes of nonconformity are investigated and preventive action is taken to prevent recurrence.

a) All processes, operations, concessions, quality records, service reports and complaints are analysed with a view to eliminating nonconformance potential.

b) The correct level of preventive action is initiated to deal with the risk involved.

c) Controls are instigated for effective corrective action and that responsibilities are clearly defined.

d) Changes in procedures arising from corrective action are implemented and recorded.

Handling, Storage , Packing & Delivery

To prevent degradation and damage of products and raw materials, measures and established to ensure adequate handling, storage, packing and delivery.

Written instructions are issued as necessary to ensure conformance to specified requirements and precautions taken to protect products and raw materials from abuse, misuse, damage, deterioration and unautorised use.

The procedures, (OP14/001), make provision for :-

a) Secure storage areas for the isolation and protection of raw materials and products.

b) A system for authorised receipts and issues.

c) Strictly controlled and limited access to storage areas.

d) Quarantine isolation storage.

e) Bonded storage if necessary.

f) The use of acceptable marking systems.

g) Periodic inspection of stored items for condition or shelf life expiry.

h) Proper identification of products and raw materials, especially where traceability to source is a requirement.

i) Suitable delivery arrangements to ensure products are protected against degradation during transit both internally and externally, from Supplier warehouse to Client stores.

j) Ensuring that packaging and delivery conform to contractual requirements.

Quality Records

The Company maintains quality records, both “in-house” and “sub-contracted”, containing evidence of achievement of the quality requirements and the effective operation of the system.

These records will be clearly identifiable to the product, suitably stored to prevent deterioration, damage or loss and readily retrieved.

Records will normally be retained for a 2 year period from the delivery date, unless the Client request in writing, at the time of the order, a different retention time.

Procedures have been established for identification, collection, indexing, filing, storage, maintenance and disposition of quality records, (OP15/001) .

Internal Quality Audits

In order to verify compliance with the Quality System and provide documented data for the management review to assess the effectiveness of the Quality System, independent audits are carried out by trained personnel, independent of the function under audit.

Procedure, (OP16/001), makes provision for :-

a) A program showing the planning and progressing of all audits necessary to cover the complete system, schedule on activity importance to quality of product or service.

b) Special audits as deemed necessary by the Quality Manager.

c) Procedures or check lists detailing the scope of each audit and the function of activity to which it applies.

d) Proper recording of findings with sampled factual evidence, brought to the attention of responsible personnel.

e) Timely corrective action taken and documented.

f) A follow-up audit, by the authority of the Quality Manager, should nonconformance be found.

Training

The Company awareness of the need for planned, ongoing training is reflected in the Company training program. The aims of this program is to maintain product quality and an efficient organisation by using competent personnel, having the correct combination of experience, qualification and training.

It is the responsibility of the functional manager to periodically assess his/her personnel in their fields of activity, to decide whether training is required and to arrange it if found necessary.

Procedure, (OP17/001), makes provision for :-

a) Identification of training needs either through contract review or periodic assessment of personnel whose activities effect quality.

b) Planning of training requirements.

c) Choice of correct training, (whether internal, external on the job or off the job).

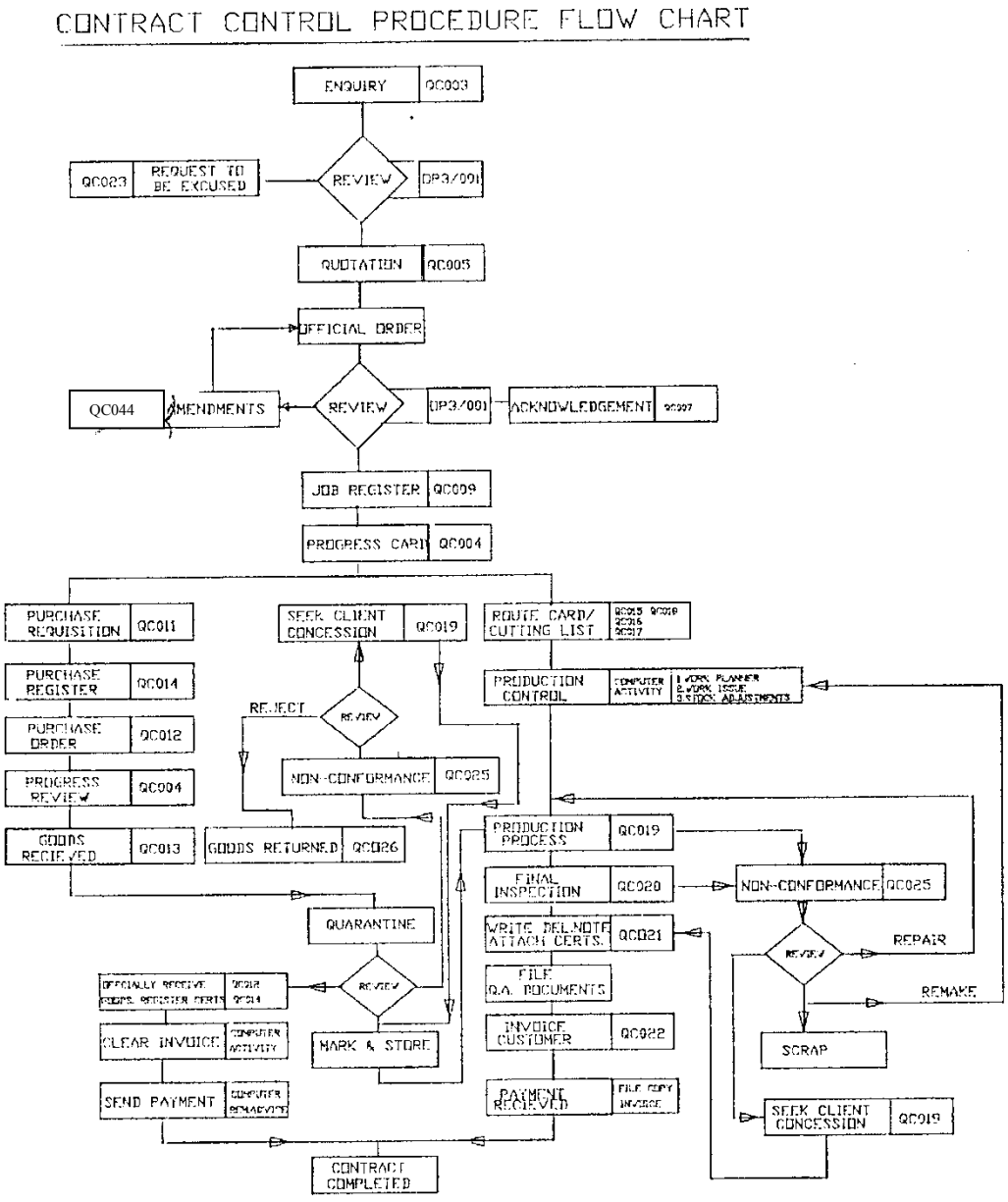
d) Qualification requirements for special processes.

e) Ongoing documented training records.

Statistical Techniques

No procedures are established for the use of statistical techniques at present, since it is not considered appropriate. Should a Client insist on the use of statistical techniques, then the section will be addressed at that time.

Contract Control Flowchart



Index of Quality Control Documents

QC001 -Internal Audit Report - *included in Management Review*
QC002 - Management Review Document
QC003 -Enquiry Form Green Sticker-*to be attached to any enquiry backing papers& identified with the quotation number.*
QC004A-Sales Order Printout -*Produced electronically on 'ERP-NEXT'*
QC005 -Quotation -*Produced electronically on 'ERP-NEXT'*
QC007 -Order Acknowledgement - *if requested sent from 'ERP-NEXT'*
QC008 -Quality Plan -*Formulated as required by the Client.*
QC009 -Job register – *available on 'ERP-NEXT'*
QC010 -Register of Operation Skills - *Skills Profile Model*
QC011 -Purchase Requisition -
QC012 -Purchase Order-*raised electronically & controlled on 'ERP-NEXT'*
QC013 -Goods Received Note
QC014 -Purchase Register – *all information held on the 'ERP-NEXT'*
QC015 -Standard Manufacturing details/procedures- PSS -*raised from 'Manufacturing' database*
QC019 -Request for Concession
QC020 -Certificate of Inspection
QC021 -Delivery Notes *raised on 'ERP-NEXT'*
QC022 -Official Invoice- *sent by e-mail via 'ERP-NEXT'*
QC023 -Excused Request
QC024 -Materials Certificate Register
QC025 -Rejection Note
QC026 -Release Note
QC027 -Stores Requisition
QC029 -Supplier assessment Questionnaire
QC030 -Supplier Assessment Report-*continual assessment covered in Management ..Review Meeting.*
QC031 -Supplier Control Sheet
QC032 -Preferred Suppliers List - *electronically held and detailed on 'ERP NEXT'*
QC033 -Supplier Approval Request
QC035 -Calibration Control Card
QC038 -Release Certificate
QC039 -Customer Complaint Report
QC040 -Corrective Action Report - *Recorded in Management Review Minutes*
QC041 -Customer Satisfaction Report – *Held within on-line stores for open access*
QC042 -Calibration Register
QC043 -Training Record - *Skills Matrix Detail*

Index of Operating Procedures