



Dear Valued Customer,

Thank you for your request for information from Automotion Components Ltd. We are proud of our company and the products and service we manufacture and sell. We have been in existence for over 25 years and employ 40 staff.

We receive many such requests for quality and other information. Often these requests are from customers that either have not purchased many parts from us for a while or from customers simply wanting an up-dated set of information from us.

We have put together a pack of information which should provide you with most (if not all) of the details you require about us as your supplier.

The pack contains details on:

- General company information
- Quality Policy and certificates (ISO 9001)
- Environmental Policy (including REACH and RoSH compliance)
- Health and Safety Policy
- Ethical Policies (conflict materials and anti-child slavery policy amongst others)

If you are one of our major customers, wishing to place a significant order, or have a particular wish for more information then please do not hesitate to contact us via email [sales@automotioncomponents.co.uk](mailto:sales@automotioncomponents.co.uk).

As a company policy we cannot sign any customers' Terms & Conditions without passing them through for review by our solicitors (which is quite expensive) so we only do that for potential orders over £50,000.

We value your business and thank you for your enquiry.

Yours sincerely,

The Sales Team  
Automotion Components



## Company Details

Name	Automotion Components Ltd.
Address	Alexia House Littlemead Industrial Estate Cranleigh Surrey GU6 8NE Great Britain
Websites	<a href="http://www.automotioncomponents.co.uk">www.automotioncomponents.co.uk</a>
Telephone	+44 (0)1483 26 67 74
Fax	+44 (0)1483 26 67 75
Year Established	1970
Business Type	Manufacture and distributor of specialized mechanical parts.
Company Type	Limited company and SME
Activities at address	Sales, Purchasing, Accounts, Technical Support, Warehouse, Manufacturing and Assembly, Distribution
Holidays / Shutdowns	Christmas Week and UK Bank Holidays
Sales Contact No.	+44 (0)1483 26 67 74 or 0845 850 99 40
Sales Contact email	<a href="mailto:sales@automotioncomponents.co.uk">sales@automotioncomponents.co.uk</a>
Accounts Payable email	<a href="mailto:accounts@automotioncomponents.co.uk">accounts@automotioncomponents.co.uk</a>
Accounts Contact No.	+44 (0)1483 26 67 74 or 0845 850 99 40
Company Registration No.	2761902
Company VAT No.	GB566 9902 88

## Bank Account Details

Bank	Barclays Bank PLC Marble Arch Corporate Banking, London
Sort Code	20-03-79
Account No.	00577758
Swift Code	BARCGB22
IBAN Code	GB27 BARC 2003 790057 7758

## Company Management

Sales	Lewis Sutton
Finance	Silke Ebling
Quality	Scott Kernahan

Automotion Components Ltd, Alexia House, Littlemead Ind Est, Cranleigh, Surrey, GU6 8NE  
Tel: 01483 266774, Fax: 01483 266775, Email: [Info@automotioncomponents.co.uk](mailto:Info@automotioncomponents.co.uk), Web: [www.automotioncomponents.co.uk](http://www.automotioncomponents.co.uk)

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## Automotion Components Quality Policy

**OUR GOAL AT AUTOMOTION COMPONENTS LTD ("AUTOMOTION") IS TO GIVE OUR CUSTOMERS TOTAL SATISFACTION BY MEETING THEIR NEEDS WITH FAST-RESPONSE, FRIENDLY SERVICE AND PRODUCTS MEETING THEIR QUALITY REQUIREMENTS SUPPLIED ON TIME AND AT A FAIR PRICE.**

Further, we must all think of everyone we serve - customers, suppliers, the person in the next department, and the person at the other end of the telephone - as "customers", and we must always give each of them a product, communication or service which is fit for their use. As part of our continual improvement, we will consider the impact of our service and prioritise our efforts to reduce adverse impacts caused by non-conformances to customers.

Automotion are committed to ensuring compliance with existing and future legislation, regulatory and other requirements to which the company subscribes whilst maintaining a programme of continual improvement through the framework of setting and reviewing objectives and targets so as to maintain and continually improve an effective Quality Management System in accordance with ISO 9001:2015. The policy is outlined the Quality Manual and it is the duty of all personnel to comply with it.

### **QUALITY IMPROVEMENT IS THE JOB OF EVERY EMPLOYEE**

The Quality Manual describes the Quality System in operation at Automotion. It explains the way in which the system operates and defines those employees responsible for the performance of quality related tasks within the company.

The quality system is the means by which the company supports its policy of providing to its customers a high quality product in accordance with all relevant standards and customer requirements and to provide these products on time.

The full detail of how this is to be achieved is covered by the annual preparation of a budget and plan. The implementation of this is cascaded throughout by means of an annual presentation to all employees and by the training and development interviews held with each employee. Regular management meetings review performance against the key objectives and these are then communicated to all employees at company monthly briefings.

The Directors are responsible for the implementation and operation of the quality system and are granted full authority to take whatever steps are necessary to ensure that the requirements of the quality system are followed.

Signed:

A handwritten signature in blue ink, appearing to be "A. J. P.", written over a light blue horizontal line.

**Managing Director, November 2017**

Automotion Components Ltd, Alexia House, Littlemead Ind Est, Cranleigh, Surrey, GU6 8NE  
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**Automotion Components ISO Certificate**

*Registration  
Certificate*

This is to certify that the Management Systems of

**Automotion Components Ltd**

have been assessed by AJA Registrars and registered  
against the requirements of

**ISO 9001:2015**

Certificate No. : **AJA06/9864**      Date of Original Registration : **23rd January 2006**  
Expiry Date : **30th October 2020**      Date of Re-Registration : **13th December 2017**  
Previous Expiry Date : **30th October 2017**



*Ragmond Horton*  
Chief Executive - AJA Registrars Ltd



This certificate is issued in respect of the locations & scope of registration detailed in the Associated Registrar Schedule.  
This certificate is the property of AJA Registrars Ltd Unit 6 Gordano Court Gordano Gate Business Park Serbert Close Portishead Bristol UK BS20 7TS  
and must be returned on request. A member of the AJA Group of Companies



Quality continued.

Automotion Components Ltd can confirm that ....

- We have a quality policy ✓
- We have a quality manual ✓
- We have communicated our policy to employees ✓
- Senior management review the quality system on a regular basis ✓
- Quality Objectives are established, communicated and monitored ✓
- The quality system has procedures which are made available to those that need them ✓
- Personnel who manage , perform and verify work have the authority to initiate actions to prevent non- conformance, identify and record problems or recommend and initiate solutions, control the processing or delivery of non- conforming product ✓
- We have procedures describing how contracts and orders are reviewed ✓
- We have document control procedure ✓
- We have a master list of controlled documents ✓
- We remove obsolete or invalid documents from work areas ✓
- We have a procedure to ensure purchased items conform to requirements ✓
- We have a procedure for the control of non- conforming product and non- conforming product is identified and segregated at all stages of the process ✓
- We have a procedure for implementing corrective and preventative actions ✓
- We retain records of corrective and preventative actions taken ✓
- We have an internal audit programme ✓
- We have a procedure to control the inspection and testing of products ✓
- We maintain records of inspection and test ✓
- Purchased product is verified against the requirement prior to use ✓
- Inspection and test status of products is readily apparent ✓
- We have procedures to control, calibrate and maintain test and measuring equipment ✓



## Automotion Components Environmental Policy

We at Automotion Components Ltd realise that:

Planned prevention or reduction of pollution is cheaper than rectifying after the event. It therefore makes sense to minimise waste and pollution to reduce long term costs, e.g. treat and recycle water rather than pay extraction and discharge costs.

Our policy begins with a consideration of the impact of the Company's activities on both the local and wider communities and will take account of transportation of raw materials, use of energy, distribution of finished product and discharge of emissions and wastes.

The Company therefore has the following commitments and objectives to:

- Minimise disturbance to the local and global environment and to the quality of life of the local communities;
- Comply with all relevant statutory regulation;
- Maintain appearances and highest environmental standards within the Company premises;
- Take positive steps to conserve scarce and non-renewable resources;
- Assess, in advance if possible, environmental effects of new processes and developments;
- Provide necessary information to enable proper use, storage and disposal of Company products to avoid harm to the environment;
- Provide necessary information to enable employees to operate processes properly and minimise effects on man and the environment;
- Keep the public informed of major new projects in the locality.

### OVERALL

- To develop the business paying full regard to the environment and taking into account the view of all parties whose interest may be affected.
- The Company will act in accordance with appropriate codes of practice.
- This policy will be communicated to all employees.

### ORGANISATION

- The Managing Director has ultimate responsibility for this policy through the Management team and will direct this policy to all concerned.

Signed:

A handwritten signature in blue ink, appearing to be "A. J. P.", written over a horizontal line.

Title: Managing Director

Date: November 2017

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Environment continued.

Automotion Components Ltd can confirm that we monitor and seek to improve:

- Energy consumption ✓
- Water consumption ✓
- Waste production ✓
- Hazardous and toxic substance use ✓
- Transport ✓
- We have a system in place to monitor legislative compliance ✓
- We have the necessary authorisations to ensure business activities are meeting legislative requirements ✓
- We have a strategy to maximise recycling and minimise output of waste for disposal to landfill ✓
- We have had no environmental incidents in the last 3 years ✓
- We have received no warning notices or letters from the environmental regulator within the last 3 years ✓



## Automotion Components Health and Safety Policy

### GENERAL POLICY STATEMENT

Automotion Components Limited is committed to providing for the health, safety and welfare of all employees.

The company will observe the Health & Safety at Work Act (1974) and all relevant regulations and codes of practice.

Commitment to health and safety is a management responsibility and it is the duty of the Directors to ensure that this policy is upheld at all times and to provide the necessary funds and manpower required.

The company is responsible for:

- Assessing risk to the health and safety of employees and others and identifying measures needed to meet health and safety obligations
- Providing and maintaining equipment, protective clothing and systems of work that are safe and without risks to health
- Ensuring all necessary safety devices are installed and maintained on equipment
- Providing information, training and supervision in safe working methods
- Providing and maintaining a healthy and safe place of work
- Maintaining all portable electrical appliances within the company
- Promoting co-operation of employees to ensure safe and healthy systems of work
- Establishing an emergency procedure
- Monitoring and reviewing health and safety management including policy

All employees have a duty to co-operate with this policy and must

- Comply with any safety instructions and directions issued by the company
- Take reasonable care for their health and safety and the safety of others
- Co-operate to ensure that the aims of health and safety policy are achieved
- Report and co-operate in the investigation of all accidents
- Report any potential risk or malfunction of equipment to your line manager

This statement has been posted in a prominent place to ensure employees are familiar with our safety policy; it summarises the company's policy and is supported by a more comprehensive section in the Staff Handbook, risk assessments, and procedures.

Signed:  Title: Managing Director Date: November 2017





## Automotion Components RoHS and REACH Policies

### Restriction on Hazardous Substances (RoHS)

This document certifies that all components currently manufactured or sold by **Automotion Components Ltd.** contain no banned substances and are in compliance with Directive '2011/65/EU of the European Parliament and of the Council of 8 June 2011 (recast)' on the restriction of the use of certain hazardous substances in electrical and electronics equipment (RoHS Directives). This document also certifies that all material declarations provided by **Automotion Components Ltd.** are accurate to the best of our knowledge.

Specifically, **Automotion Components Ltd.** products do not contain:

- Asbestos
- Azo compounds
- Cadmium and cadmium compounds
- Certain Shortchain Chlorinated Paraffins
- Chlorinated organic compounds
- Dimethyl fumarate
- Hexavalent chromium compounds (CR VI)
- Lead and lead compounds other than as exempted
- Mercury and mercury compounds
- Organic tin compounds
- Ozone Depleting Substances - Class I (CFCs, HBFCs, etc.)
- Ozone Depleting Substances - Class II (HCFCs)
- Perfluorooctane Sulphonate (PFOS)
- Phthalates (BBP, DBP, DEHP and DIBP)
- Polybrominated biphenyls (PBB) and polybrominated diphenyl ethers (PBDE) including DecaBDE
- Polychlorinated Biphenyls (PCBs)
- Polychlorinated Naphthalenes ( > 3 chlorine atoms)
- Radioactive Substances
- Red Phosphorous
- Tributyl Tin (TBT) and Triphenyl Tin (TPT)
- Tributyl Tin Oxide (TBTO)

### Registration, Evaluation, Authorization and Restriction of Chemicals (REACH)

**Automotion Components Ltd.** has evaluated the products offered by the company regarding their status under Registration, Evaluation, Authorization and restriction of Chemicals (REACH), the European Union regulation covering the use and importation of chemicals and substances into the European Economic Area (EEA). Section 2.1 of the ECHA guidance document (Requirements for Substances in Articles) defines an article as "an object which during production is given a special shape, surface or design which determines its function to a greater degree than its chemical composition". So far as we know **Automotion Components Ltd.** products are considered articles under this definition and have been found not to contain Substances of Very High Concern (SVHC) as listed on the Candidate List of Substances of Very High Concern at concentrations above 0.1%(w/w). REACH regulations do not require **Automotion Components Ltd.** to register, notify or communicate substance information on products meeting these conditions that are offered in the EEA per section 4.2 of the ECHA guidance document. This statement covers all legitimate products offered in the official **Automotion Components Ltd.** catalogues or on the official websites.

Authorized signatory for **Automotion Components Ltd.**

**Anthony Iafrate** Managing Director, November 2017.

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## Automotion Components Ethical Policies

### Anti-bribery policy

We do not tolerate bribery and corruption in any of its forms in our business. We comply with UK anti-bribery and corruption laws and regulations and support efforts to eliminate bribery and corruption worldwide. We work to make sure that our business partners share our commitment.

- We do not offer or accept bribes, kickbacks or any other kind of improper payment including facilitation payments.
- We keep accurate books and records so that payments are honestly described and company funds are not used for unlawful purposes.
- We ensure all our staff are aware of the 2010 Bribery Act and comply with its principles.

### Commitment to human rights

We seek to conduct our business in a manner that respects the human rights and dignity of people. Each of us can play a role in the elimination of human rights abuses such as child labour, human trafficking and forced labour. Our staff are encouraged to report any human rights abuse in our operations or in those of our business partners.

### Anti-competitive conduct

We do not engage in any form of agreement or understanding with competitors to fix prices, rig bids, allocate customers and/or restrict supply.

### Counterfeit products

We recognise that counterfeit components pose a serious threat to industry and its end customers. We provide genuine products to fulfil our customer expectations. When components cannot be obtained from traceable sources, we endeavour to use verified suppliers or take mitigation actions (e.g. testing) to minimize the risk of fraudulent components entering the supply chain. Our warehouse procedures include comprehensive inspection. We are able to provide full traceability on request.

### Conflict materials

We support the ending of violence and human rights violations in the mining of minerals from the area known as the "Conflict Region" in the east of the Democratic Republic of Congo (DRC) and surrounding countries. We have undertaken due diligence with our suppliers including the provision of written statements that none of the products we supply contain purchases of tin, tantalum, tungsten and gold from the "Conflict Region". We will not purchase products that contain conflict minerals that directly or indirectly finance or benefit armed groups in the DRC or adjoining countries.

Authorized signatory for **Automotion Components Ltd.** **Anthony Iafate** Managing Director, October 2017.



# MIDDLETON INSURANCE SERVICES

OLD CHAPEL • 16 FLANSHAM LANE • FELPHAM • WEST SUSSEX • PO22 6AB • TEL : 01243 582293 • FAX : 01243 585529

Automotion Components Ltd  
Alexia House - Unit 7  
Williams Court  
Littlemead Industrial Estate  
Cranleigh,  
GU6 8NE

Today's date: 15th December 2017

Dear Anthony

## To whom it may concern

Insurer	Policy Number	Cover	Limit of indemnity	Period of insurance
Covea Insurance Plc	PC01 021487311	Employers Liability	£10,000,000 any one occurrence	31 <sup>st</sup> March 2017 to 31 <sup>st</sup> March 2018
Covea Insurance Plc	PC01 021487311	Public Liability	£5,000,000 any one occurrence	31 <sup>st</sup> March 2017 to 31 <sup>st</sup> March 2018
Covea Insurance Plc	PC01 021487311	Products Liability	£5,000,000 in aggregate	31 <sup>st</sup> March 2017 to 31 <sup>st</sup> March 2018

**Please note the total Public Liability limit for the above policies is £5,000,000**

All of the Insurances described above fall due for renewal next on 31<sup>st</sup> March 2018 and contain a general Indemnity to Principals clause.

The insurances evidenced by this letter are subject to the terms, conditions and exclusions of the applicable policies. The letter is issued for information purposes only and evidences the coverage as of the date of this letter. The information confers no rights to the holder and imposes no liability on the Insurers. This letter assumes no liability to the holder to provide any notice of any material change in or cancellation of these policies.

Yours sincerely,

Chris Rowley  
Middleton Insurance Services Ltd