

EUROPEAN INSTRUMENTS

VENDOR EVALUATION

Section 1: Your Details

Name: EUROPEAN INSTRUMENTS Address: SHOTOVER KILNS OLD ROAD HEADINGTON OXFORD OX3 8ST	Tel. No: 01865 750375 Fax No: 01865 769985 Email: balances@euroinst.co.uk Website: www.euroinst.co.uk
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Services / Goods Supplied : Sales, Service, Repair & Calibration of weighing equipment, pipettes, weights and ductless fume hoods.
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Responsibility:	
Quality Manager: Alan Janes	Title: Technical Director
Reports directly to: Tony Morris	Title: Managing Director
Company officials	Title
Richard Walker	Accounts Manager
Chris Morris	Business Development Manager

IF YOU ARE REGISTERED TO BS EN ISO 9001 PLEASE PROVIDE YOUR REGISTRATION NUMBER AND ENCLOSE A COPY OF YOUR CERTIFICATION, THEN GO TO SECTION 3.

REGISTRATION NUMBER: 1009988

ASSESSMENT BODY: ACS Registrars

Section 2: Your Details

Do you have:	Yes	No	n/a
Written quality policy and procedures manual?	✓		
Written inspection instructions?	✓		
Persons or persons who perform vendor surveys?	✓		
Incoming inspection department?	✓		
Final inspection department?	✓		
A quality audit function?	✓		
A measuring equipment/gauge control programme?	✓		
Are records kept of results of receiving inspection?	✓		
Is non-conforming material identified as such?	✓		
Does your Company have an approved supplier list?	✓		
Does your Company have a vendor rating system?	✓		
Are written inspection instructions available?	✓		
Is defective material identified and isolated?	✓		
Is there a definite procedure for investigation of failures reported after delivery?	✓		
Is a system in place for ensuring the corrective action taken on these failures is continuing for future deliveries?	✓		
Does the quality manager participate in top management meetings and decisions?	✓		
Does the quality department bear all responsibility for poor quality?	✓		
Do you supply certificates of conformity? Please supply a copy if you do.	✓		
Are you in the process of implementing BS EN ISO 9001 ?	✓		
If you are not in the process of implementing BS EN ISO 9001 are you intending to in the future?	✓		
Are calibration/test certificates traceable to National / International Standards?	✓		
Are the customers stated requirements reviewed to ensure that they are clear definitive and can be complied with prior to commencement of any work on the contract?	✓		

Section 3

Please detail all accreditation held by your company and provide copies of the schedule and registration certificates.

STANDARD	ASSESSMENT BODY	REGISTRATION NUMBER
BS EN ISO 9001	ACS Registrars	1009988
ISO / IEC 17025	UKAS	0438

Comments:

We are accredited by UKAS to issue certificates of calibration on balances, weights and automatic pipettes.

Completed By (Please print)

ALAN JANES

Title:

TECHNICAL DIRECTOR

Date:

PLEASE RETURN COMPLETED FORM TO

**Quality Assurance Manager
European Instruments, Shotover Kilns, Old Road, Headington, Oxford, OX3 8ST.**

**Telephone: 01865 307225, Fax: 01865 769985
Email: alan@euroinst.co.uk**

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTION 1 Page 1 of 1	ISSUE DATE: JUNE 2006 ISSUED BY: A P JANES
TITLE SECTION: INTRODUCTION	ISSUE No: 1	

HEALTH AND SAFETY SYSTEM

CONTRACTOR HEALTH & SAFETY QUESTIONNAIRE

European Instruments receive numerous questionnaires and have therefore devised this standardised reply. It has been compiled from questionnaires received from various clients and should answer any questions you may have. In the unlikely event that you have any unanswered questions then please contact Alan Janes.

1. The purpose of this questionnaire is to obtain information from which you can assess the extent to which Health & Safety management is organised within European Instruments.
2. Our answers have covered all of our activities.
3. The Managing Director and Technical Director of European Instruments have compiled this questionnaire.
4. We have attempted to answer each question fully, however due to the nature of our business some questions are not applicable, we have included them as they are probably relevant to the supplier.
5. European Instruments are prepared to accept pre-planned visits from client's personnel.

**European Instruments
Shotover Kilns
Old Road
Headington
Oxford
OX3 8ST**

Tel: 01865 750375

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTION 2 Page 1 of 5	ISSUE DATE: JUNE 2006 ISSUED BY: A P JANES
TITLE SECTION: QUESTIONNAIRE REPLY	ISSUE No: 1	

CONTACT DETAILS

Name of Company: EUROPEAN INSTRUMENTS
SHOTOVER KILNS
OLD ROAD
HEADINGTON
OXFORD

Post Code: OX3 8ST

Submitted By: ALAN JANES

Position: TECHNICAL DIRECTOR

Signature:

In line with our policy of attempting to reduce the amount of paper we generate, copies of any company documents detailed in this reply are not automatically enclosed. If you would like copies email alan@euroinst.co.uk quoting reference HSE-304.

Section 1 – Health, Safety & Environmental Policy

a) Does your company have a Health & Safety policy? **YES / NO**

b) Who has overall and final responsibility for Health & Safety matters in your organization?

Name: **A. W. MORRIS** Position: **Managing Director**

c) Who is the most senior person in your organization responsible for ensuring this policy is adhered to on client's premises?

Name: **ALAN JANES** Position: **Technical Director**

d) Briefly state the methods by which your Policy Statement is drawn to the attention of all of your employees.

**Each member of staff has their own copy.
The statement is posted on all internal notice boards.**

e) What are your arrangements for advising employees of changes in policy?
Policy is re-issued to staff.

f) Do you have a Company Safety Manual or Operations Manual with relevant sections on safety which describe in detail your company approved safe working practices relating to you work activities?

YES / NO

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTIONS 2 & 3 Page 2 of 5	ISSUE DATE: JUNE 2006 ISSUED BY: A P JANES
TITLE SECTION: QUESTIONNAIRE REPLY	ISSUE No: 1	

- g) How do you assess sub-contractors and companies with whom you will place contracts for their Health & Safety competence.

We have no current sub-contractors.

Section 2 – Management and Supervision of Work Activities

- a) What arrangements does your company have for the supervision and monitoring of the safety of premises, sites and other locations where your employees are working?

The nature of the work we do and site compliance with Health & Safety law is sufficient for staff to work unsupervised.

- b) What arrangements does your company have for passing on any results and findings of this supervision and monitoring to your base management and site employees?

By using individual internal memorandums.

- c) How do you ensure that the working practises and procedures used by your employees on-site are consistently in accordance with your Health & Safety Policy objectives and arrangements?

Audits.

- d) Have the Managers and Supervisors at all levels that will plan, monitor, oversee and carry out the work, received formal Health & Safety training in their respective responsibilities with respect to conducting work safely?

YES / NO

All staff receive induction training and receive updates.

Section 3 – Training – General and specialised

- a) What arrangement does your company have to ensure new employees have knowledge of basic health & safety issues and to keep this knowledge up to-date?

Induction and re-issue of Health & Safety documentation.

- b) What arrangements does your company have to ensure new employees have been instructed, and have received information, on any specific hazards arising out of the nature of your activities?

Induction and re-issue of Health & Safety documentation to all personnel.

- c) Have you identified areas of your Company's operations where specialised training is required to deal with potential dangers?

YES / NO

Standard risk assessments have been carried out.

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTION 4 Page 3 of 5	ISSUE DATE: MARCH 2004 ISSUED BY: A P JANES
TITLE SECTION: QUESTIONNAIRE REPLY	ISSUE No: 1	

Section 4– Equipment Control & Maintenance

- a) How do you ensure that plant and equipment used on site by your employees is correctly registered, controlled and maintained in a safe working condition?

Calibration standards are regularly calibrated and inspected, other equipment is PAT tested if thought necessary.

Section 5– Personal Protective Equipment

- a) What arrangements does your company have for provision and upkeep of protective clothing?

Basic PPE is supplied and maintained, we would expect specialist PPE to be provided by relevant site.

Section 6– Statutory Notifiable Accidents/Dangerous Occurrence

- a) Has your company suffered any Statutory Notifiable Accidents or Dangerous Occurrences (as defined under the RIDDOR 1995 requirements) within the past three years?

YES / NO

(If YES provide details including dates, most frequent types, causes and follow-up preventative measure taken)

Individual had back problem whilst at clients site. (Not due to site or work practise). RIDDOR completed as good practise, there has been no follow up. Incident No: 00729002 27 October 2003.

Section 7– Improvement and Prohibition Notices

- a) Have you been served an Improvement Notice or Prohibition Notice by the Health & Safety Executive or been prosecuted under any Safety Legislation within the past five years?

YES / NO

(If YES, please give details)

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTION 4 Page 4 of 5	ISSUE DATE: JUNE 2006 ISSUED BY: A P JANES
TITLE SECTION: QUESTIONNAIRE REPLY	ISSUE No: 1	

Section 8– Safety Performance Records

- a) Have you maintained records of your incident/accident and safety performance?

YES / NO

(If YES, please give details for each year, number of Non Lost Time Incidents, number of Lost Time Incidents, number and types of injuries, total hours worked by workforce for each corresponding year, Frequency Rates, your Company definition of a Lost Time Incident)

	Lost Time	Non Lost Time	Hours Worked in Year
2005	nil	1	48,930
2004	nil	5	48,930
2003	1 (see 6)	2	50,678

LOST TIME INCIDENT: If an accident arises out of a work activity, of an employee or self employed person working on the premises or results in an absence of more than 3 consecutive days then it becomes reportable to the authorities.

Section 9– Communication of Safety / Investigation Information

How are the findings following an investigation, or a relevant incident occurring elsewhere, communicated to your employees.

In writing.

Section 10– Membership of Associations

Does your company hold membership of any Industry, Trade or Safety organisation?

YES / NO

Section 11– Safety Achievement Awards

Has your company received any award for safety performance achievement?

YES / NO

Section 12– Safety Qualified Staff

Does your company employ any staff who possess formal safety qualifications?

YES / NO

EUROPEAN INSTRUMENTS HEALTH & SAFETY QUESTIONNAIRE	SECTION 4 Page 5 of 5	ISSUE DATE: JUNE 2006 ISSUED BY: A P JANES
TITLE SECTION: QUESTIONNAIRE REPLY	ISSUE No: 1	

Section 13– Additional Features of Your Safety Management

Does your company have any other safety features or arrangements not described elsewhere in your response to this questionnaire?

YES / NO

(If YES please give details)

We are accredited under the SAFEcontractor certification scheme.

Section 14– Please state the risk assessments that you have undertaken and provide copies.

Risk assessment copies are attached or are included in our Health & Safety booklet.

EUROPEAN INSTRUMENTS

ENVIRONMENTAL POLICY

INTRODUCTION

European Instruments are a service and supply company and therefore have no manufacturing facilities. The company is keen to meet all legal and moral responsibilities in the use of equipment and disposal of generated waste. Our key environmental delivery pointers are detailed below.

- All packaging where possible will be recycled.
- Waste paper will be shredded and used for packaging.
- All waste will be disposed of at legal disposal sites or by registered disposal companies.
- Wherever possible surplus or out of date equipment will be recycled using recognised channels through our local council.
- Company vehicles will be chosen on the basis of fuel efficiency and minimum pollution. Vehicles will be replaced regularly and serviced in accordance with the manufacturer recommendations.
- When requested we will work with clients who are ISO 14001 accredited in order to ensure their compliance with the standard. In addition we will assist non-accredited clients to meet their environmental control objectives.

FUTURE OBJECTIVES

- To analyse and work towards complying with the **Directive on Waste Electrical and Electronic Equipment (WEEE)** before it becomes law.
- Where relevant, to generate in depth procedures and include in our ISO 9001 Quality Management System.

Alan Janes
Technical Director