

Everyvalve Ltd Quality Document

SUPPLIER DETAILS	
Company Name	Everyvalve Ltd
Address	19 Station Close Potters Bar Herts EN6 1TL Established 1983

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<p>Quality System</p> <p>Quality System Everyvalve operates: In-house quality documented system. For Goods quality input and quality Output – Checks are made for:-</p> <p>a) Correctness of size. b) Correctness of quantity. c) Correctness of material. d) Correctness of description. e) Correctness of Specification. f) Correctness of Finish. g) Any requirements for documentation.</p> <p>NB - Std. Electrical and Pneumatic products these are subject to secondary test check before despatch.</p> <p>1) From Suppliers to be double checked with second person & signaturized to include weight & advised back to all. 2) To Clients to be similar checked by clients with a written report to Everyvalve within 3 days of supply.</p> <p>Please enclose details of any Quality System approvals given by third parties, including a copy of your certificate, date of last assessment and scope of approval.</p>

<p>Quality Procedures</p> <p>Quality Systems developed into documented procedures? Certification of test Certification of Origin On Sight Inspection by recognised body by Appointment Separate list of procedures (by title) which are currently in use Will copies of your Quality Manual/Procedures be provided for review if requested is an Onsite quality inspection audit possible by a supplier by appointment? Client's Quality Form are filled in at prepaid cost of £50.00 per page</p>	<p>YES At Cost At cost At Cost At Cost YES at cost Yes at cost At Cost</p>
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<p>Environmental Policy</p> <p>We have an existing Environmental Policy for recycling materials? We do not hold certification to ISO14001/EMAS</p>	<p>YES NO</p>
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<p>Organisation</p> <p>The name and position of your company's Quality Representative and, if available, please supply a copy of your company's organisational chart.</p> <p>Quality Representative: Senior Warehouse Controller</p>

Admin & Environmental Factors

We make efforts to reduce environmental impact and have commitment to this goal. We make every effort to meet existing legal obligations. We make efforts for our business to make changes to meet new environmental legislation, reduce costs and strengthen environmental reputation.

- We make every effort to identify cost savings, particularly in your resource, waste and energy management²
- Improve efficiency and reduce environmental impact across product life cycle
- Improve your corporate image and credibility, so helping to win new customers
- Quantify, monitor and control the ongoing environmental impact of our operations.
- Ensure our organisation understands and complies with environmental legislation, so reducing the likelihood of fines and prosecutions.⁶
- Improve the environmental performance of our supply chain.⁷
- Potentially reduce the costs of public liability insurance for our organisation.⁸
- Clearly identify leadership responsibilities and improve employee engagement through improved communications

ISO14004 relates but not applied for.

Recycling / Environment

- a) Consideration must always be made to reduce production of waste materials and products.
- b) Re-use of supply packaging and cartons should be made where possible.
- c) Shredding of waste material should be made and used as packing where necessary.
- d) Recycling companies should be used where we have not the means of re-cycling.
- e) Doors should not be left open to allow escape of heat in contained areas.
- f) Heating means should be serviced regularly to maintain safety and efficiency.
- g) Thermal control levels should not be changed without authority, beyond agreed stds.
- h) Storage of material should be carefully planned for all levels of safety.
- i) All controls should be checked before end of business for being safe and correctly set to off as needed..

Health and safety at work – Everyvalve Ltd circa 2016 – Obligations for all Staff Compliance

It is required as obligatory that all employees adopt a careful, considered and intelligent/ common sense attitude to their workplace environment with regard to health and safety. Consultation with experience and senior members of staff needs always to happen in the event of doubt, before anything is done in whatever area of Everyvalve Ltd. It is essential that employees work together as a team for exchanging advice, information and tips on procedures in any direction. Subjects covered:-

Warehouse:-

- No very loud Shouting (This can be confused with a call for `Help`)
- No personal radios (This obscures calls for `Help`)
- No spills on floor left to cause slipping.
- No loose items left in gangways to cause tripping by people.
- No bad stacking of goods or boxes that could fall.
- No lids of boxes left open protruding in gangways so to avoid personal injury.

No ladders are to be climbed without using handholds always.
No unstable positions for ladders should be used.
No equipment is to be used unless there is approved confidence in its use.
Employees to wear protection overalls as supplied
Employees to wear protective gloves on handling metal or sharp items.
Employees shall report anything seen/ noticed that shows a danger in any way.

Machines:-

No machine should be used without prior instruction.
No machine shall be used unless confidence is approved by a manager.
No machine shall be operated without a guard or worn goggles or glasses.
No machine shall be used in a casual/ inattentive manner.
No machine shall be used where there is long free hair or a tie worn freely.
No machine shall be used beyond its capacity.
No machine shall be used where there is no one else in the factory.

Office:-

The same conditions of safety are applied to all employees as all other areas.
Staff shall dress in safe work like manner and do not recommend High heels.

Fire:-

Make sure all fire exits are unlocked at the beginning of each day and locked at night.
Make sure all are aware of fire extinguisher positions.
Make sure that we recall any fire procedure demonstration held.
Make sure that we do not bring any ignition devices are brought into work.
If there is a fire the Fire should be shouted loudly.
Assembly by the goods entrance exit by all is required unless the fire is small.
Fire Brigade should be called by dialling 999. And staff wait outside as necessary.
If fire is small the water extinguisher may be used in a controlled manner as instructed.

Personal Health:-

Make sure Attendance to work is in a healthy and clean state.
Make sure that other places in the premises visited are left clean & tidy, kitchen & toilet facilities..
Make sure that sneezes are muffled with a handkerchief and hands are washed after using facilities.
Any special personal special circumstances shall be reported to a manager.
Smoking anywhere on Everyvalve site is prohibited.
These aspects are considered as part of the terms and conditions of employment.

Reporting:-

All Issues must be reported daily if there is an offending question and weekly as a regular Review covering existing and new questions. Information transacted with officers of the company by meetings as standard or if preferred by writing.

Fire Emergencies Procedures

FIRES

Rapid, clear thinking at a fire is vital. Fire spreads very quickly, so your first priority is to warn any people at risk. If in a building, activate the nearest fire alarm. You should also alert the emergency services at once, but do not put your safety at risk if this action will delay your escape from the area.

Panic spreads fast among people trapped in a fire. As a first aider, you may be able to reduce panic by trying to calm anyone whose behaviour is likely to increase alarm in others. Encourage and assist people to evacuate the area. Do not delay or re-enter a burning building to collect personal possessions. Do not return to a building until cleared to do so by a fire officer.

WARNING

- Do not use lifts under any circumstances.
- When arriving at an incident involving fire or burns, stop, observe, think, and do not rush into the area. There may be flammable or explosive substances, such as gas or toxic fumes, or a risk of electrocution. A minor fire can escalate in minutes to a serious blaze. If there is a risk to you, wait for the emergency services.
- Do not attempt to fight a fire unless you have called the emergency services and made sure that you are not putting your own safety at risk.

- See also BURNS TO THE AIRWAY p.197
- INHALATION OF FUMES pp.110-111
- SEVERE BURNS AND SCALDS pp.194-195

Dealing with fire

A fire needs three components to start and maintain it: ignition (an electric spark or naked flame); a source of fuel (petrol, wood, or fabric); and oxygen (air). Remove any one of these to break this "triangle of fire". For example:

- Switch off a car's ignition, or pull the fuel cut-off on a large diesel vehicle.

- Remove from the path of a fire any combustible materials, such as paper or cardboard, that may fuel the flames.
- Shut a door on a fire in order to cut off its oxygen supply.
- Smother flames with a fire blanket or other impervious substance to prevent oxygen from reaching them.

Leaving a burning building

If you see or suspect a fire in a building, activate the first fire alarm you see. Try to help people out of the building without putting yourself at risk. Close doors behind you to help prevent the fire from spreading. Look for fire exits and assembly points.

You should already know the evacuation procedure at your workplace. If you are visiting other premises, follow the signs for escape routes and obey any instructions.

Helping escape from a burning building
Encourage people to leave the building calmly but quickly by the nearest safe exit. If you need to use stairs, make sure that people do not rush and risk falling.



Clothing on fire

Always follow this procedure: Stop, Drop, and Roll. If possible, wrap the casualty in heavy fabric before rolling him.

- Stop the casualty panicking, running around, or going outside; any movement or breeze will fan the flames.
- Drop the casualty to the ground.
- If possible, wrap the casualty tightly in a coat, curtain, blanket (not a nylon or cellular type), rug, or other heavy fabric.
- Roll the casualty along the ground until the flames have been smothered.
- If water or another non-flammable liquid is readily available, lay the casualty down with the burning side uppermost and cool the burn with the liquid.

WARNING

- Do not attempt to use flammable materials to smother flames.
- If your own clothes catch fire and help is not available, extinguish the flames by wrapping yourself up tightly in suitable material and rolling along the ground.



Smoke and fumes

Any fire in a confined space creates a highly dangerous atmosphere that is low in oxygen and may be polluted by carbon monoxide and toxic fumes. Never enter a burning or fume-filled building or open a door leading to a fire. Let the emergency services do this.

WHAT YOU CAN DO

- If trapped in a burning building, go into a room with a window and shut the door. If you have to cross a smoke-filled room, stay low; air is clearest at floor level.
- If you have to escape through a window, go out feet first; lower yourself to the full length of your arms before dropping down.

Avoiding smoke and fumes

Take measures to avoid inhaling harmful smoke and fumes if you are in a burning building. Block any gaps under the door, and stay down close to the floor where you are less likely to encounter smoke.

Keep as low as possible; fumes in room may not be visible

Open window and call for help



Put a rug, blanket, or coat against bottom of door to keep smoke out

Anti-Slavery & Human Trafficking 2021 Statement

Everyvalve takes a zero tolerance approach to slavery and human trafficking. We are committed that this does not take place in our businesses by process or pay and in our supply chains as far as we can ensure. This is one of the terms in in purchase acquisition procedure. We do not employ people without valid documentation and credentials in accordance with UK government guidelines and rules.

Quality Reception Check Of all Products by Everyvalve Ltd

Supplier name?.....

Check Order number is correct?.....

Check Reference Numbers of products are correct?.....

Has the valve come with certs?.....b) Type?.....

Has correct quantity been received?.....b)If Not what?.....

Product Specification Checks:-

- a) Is there any damage/marring on any part of the valves?.....
 - b) Type of valve or item?.....
 - c) Material of items?.....
 - d) Material of Trim? a).....b).....c).....
 - e) *Method of operation? a) Manual..... b)Electric.....c)Pneumatic.....
 - f) What are end connections?
a) Threaded.....b)Flanged.....d)SW.....
 - g) What is the finish on the Valves?.....
 - h) Does the finish adversely affect any part of the valve?.....
 - i) Dimensions do they agree with any pre-set parameters of body or end connections.....
 - j) Does the valve operate correctly?.....
 - k) Is the valve complete as ordered?.....
 - l) Does the valve have correct markings on it?.....
- * If Electric = What Voltage & or Modulating
 - * If Pneumatic = Is it DA m or NC or + Switch Box.

Comments:-

Action Required:-