MANAGEMENT SYSTEM SUMMARY

AxFlow Head Office and all bases in the UK are registered by URS Ltd (UKAS accreditation number 0043) to ISO9001:2015 and ISO14001:2015 - please see certificates in the later section. We have an objective to achieve registration to ISO45001:2018 but a target date has not yet been agreed.

Because we are registered to these ISO Standards, we must have policies and procedures in place to address all mandatory requirements. Our systems are regularly audited both internally, and externally by URS and have been confirmed to meet, in fact exceed, all of these requirements.

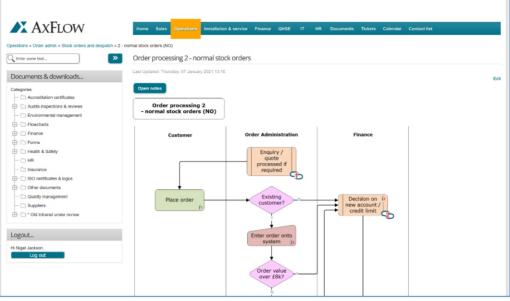
Our management system 'documentation' is online in what we call the 'Company Handbook', and is available to all staff. The system includes policies, processes and procedures for...

- · All operational departments and areas of the business.
- Quality, health and safety, and environmental management. Our full health and safety policy and arrangements manual is in this section.
- · General information.
- · Documents and forms for download, including risk and COSHH assessments.
- Ticket system for reporting issues of any kind, IT support requests, improvement suggestions, tracking subcontractor onboarding etc.
- · Calendar of key dates.

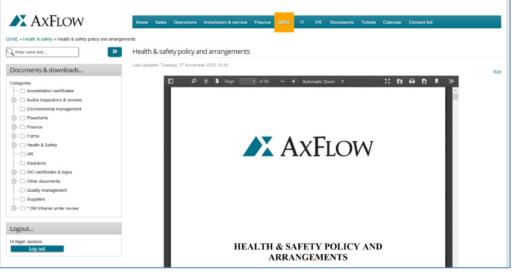
Our policies, processes and procedures ensure we comply with our legal obligations, the requirements of the Standards to which we registered and the vetting organisations that we are members of (Achilles, Avetta, Constructionline and Safecontractor) - see later in this document.

AXFLOW	Home Sales Operations Installation & service Finance OHSE IT HR Documents Tickets Calendar Contact list							
Home	Welcome to the Company Handbook							
Documents & downloads Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories Categories	Last Updaskd. Skraday, 20 December 2020 19 19 Exit "Welcome to the ArtFlow Company Handbook" We have laken much time and effort to clearly and conclearly document hal way we werk. It is a clear temptato of our methods and practices that acts as a guide to ensure that overgrees in the company can work in the same way. We profe coverses on deing things right and making sum our customers highly value our products and services. This Handbook is designed to be used							
C Environmental management C Flowcharts C Finance C Forms	as a both show you "best practice" in AVFlow and guide you to work in the most effective way. Lefts all follow the Handbook and do flings the right way. If you have ideas for improvements don't keep them to yourself or invent a new way of working, but consult with your colleagues and manager so that we can amend the Handbook so everyone can benefit from improvements to the way we work. One of the things that keeps AxFlow alward of the field is that we strive for continuous improvement. Left's letop it that way.							
Health & Safety HR To HR Discontinuates & logos Other documents	Tony Pete							
Cuality management Supplers * Old Intranet under review	Tony Peters							
Logout Hi Nigel Jackson, Log out								

Welcome message from the Managing Director



Example procedure flowchart



Health & Safety Policy and Arrangements

🗙 AxFlow	Home Sales Opera	tions Installation & service	Finance QHSE	IT HR	Documents	Tickets	Calendar	Contact list
Enter some text	Tickets dashbo	ard						
	Tickets dusingo							
ocuments & downloads								
ategories								
C Accreditation certificates								
C Audits inspections & reviews								
Environmental management	Your Email *				Subject *			
Flowcharts Finance								
- C Forms	Your Name *				of issue or			
- C Health & Safety	Ticket category			n	nessage *			
- 10 HR	licket category							
- C Insurance	Priority *	Please select the ticket cate Company handbook	gory.					
- C ISO certificates & logos	Priority	Credit note request						
- C Other documents		Customer discount request						
- 🗀 Quality management		Customer related Quality, H&S and Environm						
- C Suppliers		Quality, HBS and Environm Installation & service	CTX.					
Old Intranet under review		IT starter / leaver / access	/ equipment					
		IT support request						
ogout		New supplier/subcontractor Stock adjustment / scrap re						
Nigel Jackson,	Submit	Supplier related						
Log out								

Ticket system