



**ENGINEERING • FABRICATION • AGRICULTURE**

## Management System Manual



MFL's Management System is applicable to the manufacture and installation of steel fabrications and the provision of precision engineering (excluding design) and has been assessed and registered by a UKAS certified body against the requirements of BS EN ISO 9001, 14001, 18001 and ISO 45001 and outlines the company's procedures relating to welding operations for the declared execution Class 2 of BS 1090-1:2009+A1:2011.

## About us

MFL have implemented a Management System to conform with the requirements of BS EN ISO 9001, 14001, 18001, BS EN ISO 3834, BS EN 1090-1+A1:2011, BS EN 3834-5:2005 and ISO 45001.

The system also outlines the company's procedure relating to welding operations for the declared execution Class 2.

2017 marked the 50th anniversary of MFL and over 50 years of experience in the manufacture and installation of steel fabrications and precision engineering. Over the years, we have built up an excellent reputation for quality of product and reliability of service.

Operatives are trained to industry recognised requirements including Coded Welding, Health & Safety, Plant and Machinery, Environmental Awareness and CE Marking.

Within this Management System we recognise our Health & Safety Requirements as well as our Environmental Impacts and adhere to the Implementation and continuous improvement of our systems and the quality of our goods and services.

## Quality Policy

Last Reviewed 18/07/2019

MFL have implemented a Quality System to meet the needs of National and International Quality System requirements. This system conforms to the requirements of BS EN ISO 9001 for production and installation.

It is the organisational goal and policy of MFL to provide products and services that meet the expectations and needs of our customers, and in doing so, to be the leader in product quality.

As a minimum, we shall meet all statutory and legal requirements in this regard.

Adherence to this policy with the achievement of continuous improvement involves not only the management, but every employee of MFL.

The objectives are achieved through the implementation of our Quality Procedures of which the Management System gives an overview.

Quality will be reviewed regularly and measurable objectives will be set in the Management Review Meeting.

*B. Mallinson*

**Billy Mallinson**

**Managing Director**

## Environmental Policy

Last Reviewed 18/07/2019

MFL recognise their responsibility to manage the environmental impacts of our activities, products and services in the manufacture and installation of steel fabrications and the provision of precision engineering.

In order to promote good environmental practices, our policy is to identify the significant environmental impacts of our activities and to develop strategies to minimise their impacts. As a minimum we shall comply with relevant legislation and regulations in this regard.

MFL strive for continual improvement in overall environmental performance and through the contribution of every employee, are committed to preventing pollution, minimizing our inputs of utilities and resources and the outputs of emissions to the atmosphere, effluents to waters/sewers and wastes to disposal facilities: endeavoring to re-use, recover and recycle materials where practicable.

Suppliers and contractors will be encouraged to adopt a responsible approach in order to comply with our environmental policy.

Environmental responsibilities are defined, communicated and understood at all levels within MFL.

Performance shall be sought through effective training, consultation and objective setting. Environmental requirements will be reviewed regularly and measurable objectives will be set in the management review meeting.

*B. Mallinson*

**Billy Mallinson**

**Managing Director**

## Health & Safety Policy

Last Reviewed 11/09/2019

MFL will ensure that any activity in which we engage, involving the work activities of the company, shall not adversely affect the health and safety of our employees, contractors, visitors, neighbours or anyone else. As a minimum we shall meet all legal and obligatory requirements in this regard and will control our OH&S risks through the hierarchy of control and provide safe and healthy working conditions.

This policy shall be management led and implemented by adherence to the MFL Management System.

The MFL Management System sets out the specific responsibilities of each individual for both implementation and monitoring arrangements and how we eliminate and reduce our risks.

In the knowledge that all injuries and incidents are preventable, every employee shall take responsibility for any action that would harm themselves or others.

The contribution of every employee to the continuous improvement of the Health & Safety Management System and enhancement of MFL's Health & Safety performance shall be sought through effective training, communication and consultation with internal and external parties, including Employee Representatives and worker participation.

Health & Safety will be reviewed regularly and measurable objectives will be set in the Management Review Meeting.



**Billy Mallinson**

**Managing Director**

# Health & Safety Worker Involvement Policy

Last Reviewed 05/09/2019

MFL will ensure that worker involvement in health and safety is a two-way process where MFL and our employees can work together on spotting, solving and owning health and safety problems.

MFL, our employees and employee representatives will work together to address occupational safety and health issues. In addition to strong health and safety leadership and access to competent advice, MFL see worker involvement as an essential part of effective health and safety management.

We feel that collaboration can lead to workers having positive feelings and 'buy-in' and this positivity has linked with higher productivity, profitability and loyalty has shown that worker representation and consultation have a significant role to play in improving health and safety at work.

We will work towards Health and Safety Executive (HSE) guidance and encourage and support greater worker involvement in health and safety.

MFL will encourage our workers to become involved in health and safety in the workplaces and will ensure they are made aware of the opportunities of becoming representatives.

Our managers will work towards the engagement of our workers and the benefits of doing so.

MFL will ensure that our Health and safety representatives will be adequately informed and supported within their roles.

Positive health and safety cultures are ones in which there is trust and workers are encouraged to raise any issues they may have.

MFL will ensure that any issues or ideas that are raised are discussed, investigated and communicated to the workforce.

We also promote the ability for all staff to remove themselves from any work situation that they consider present an imminent and serious danger to their life or health. In this case, all reports will be investigated and the worker protected from undue consequences in doing so.

Where MFL feel that workers are not conforming to the management system and/or legal requirements, disciplinary action may be a potential consequence.

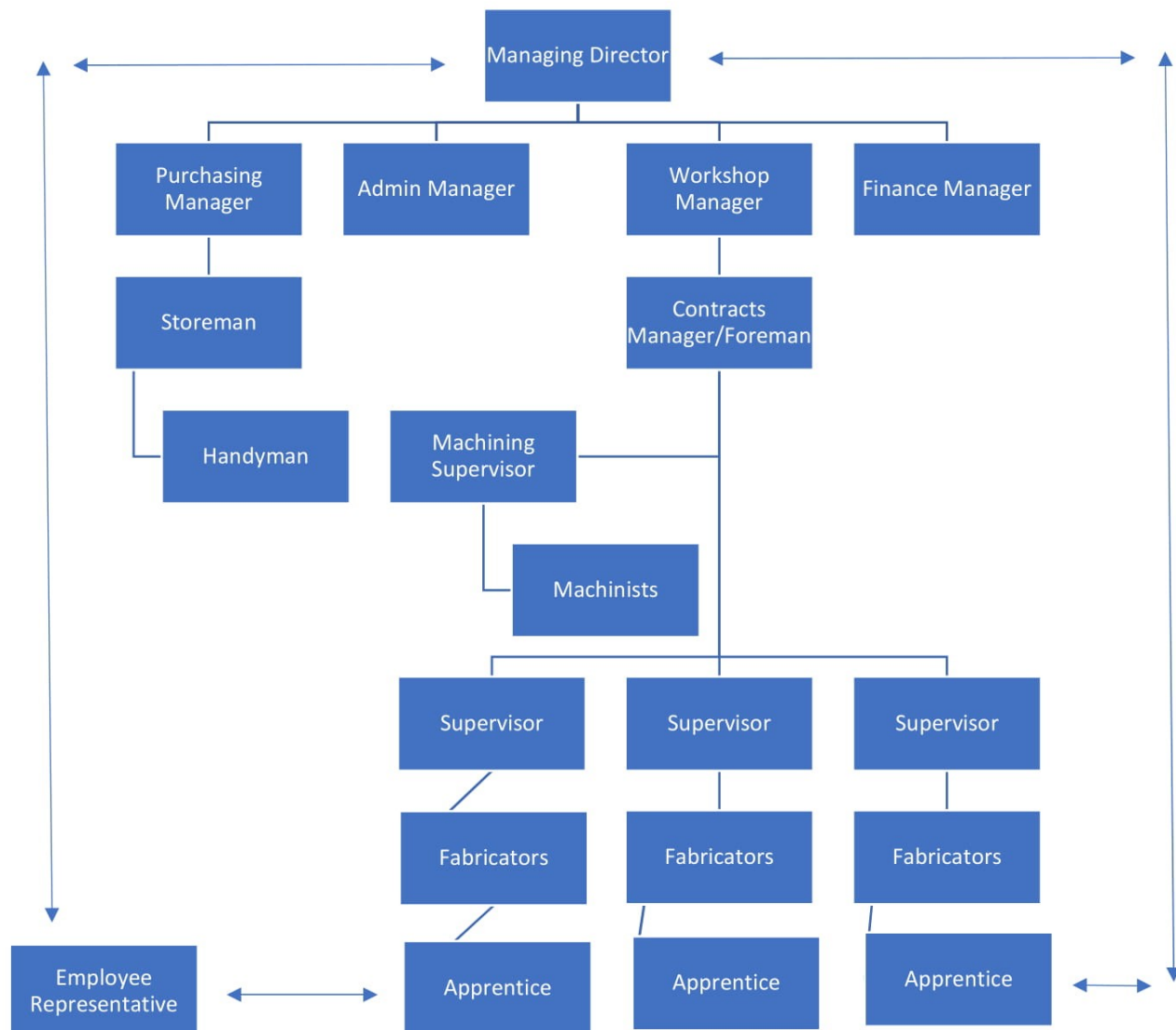


**Billy Mallinson**

**Managing Director**

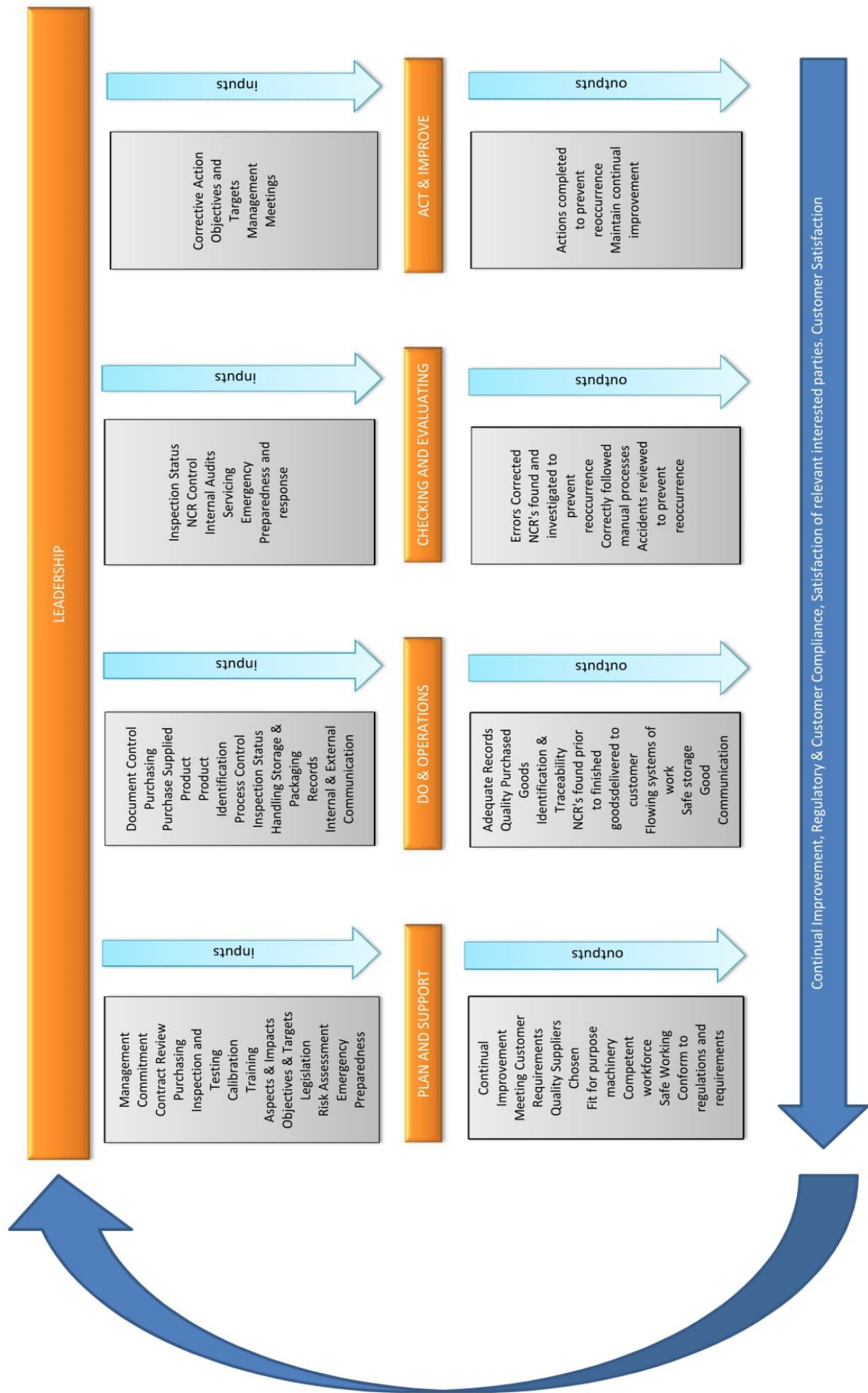
## MFL Organogram

Last Reviewed 11/9/2019





# MFL Process Flowchart





# MFL Procedure Reference Map Part One

[illegible]

## MFL Procedure Reference Map Part Two

[illegible]

## Certificate of Registration



This is to certify that the Quality Management System of:

**Mallinson Fabrications Limited**

Station Road, Dalston, Carlisle, CA5 7LT, United Kingdom

applicable to:

**The manufacture and installation of steel fabrications. The provision of precision engineering**

has been assessed and registered by NQA against the provisions of:

**ISO 9001:2015**

This registration is subject to the company maintaining a quality management system, to the above standard, which will be monitored by NQA

A handwritten signature in black ink, appearing to read 'M Grant', is positioned above the title 'Managing Director'.

Managing Director

Certificate No.  
ISO Approval Date  
Reissued  
Valid Until:  
EAC Code:

1279  
20 January 1993  
2 August 2017  
2 August 2020  
17, 34



# ISO 14001 Certificate

## Certificate of Registration



This is to certify that the Environmental Management System of:

**Mallinson Fabrications Limited**

Station Road, Dalston, Carlisle, CA5 7LT, United Kingdom

applicable to:

**The manufacture and installation of steel fabrications. The provision of precision engineering**

has been assessed and registered by NQA against the provisions of:

**ISO 14001:2015**

This registration is subject to the company maintaining an environmental management system, to the above standard, which will be monitored by NQA

A handwritten signature in black ink, appearing to read 'M. G. O'.

Managing Director

Certificate No.  
ISO Approval Date  
Reissued:  
Valid Until:  
EAC Code:

8877  
9 February 2015  
2 August 2017  
2 August 2020  
17, 34



# ISO 45001 Certificate

## Certificate of Registration



This is to certify that the Occupational Health & Safety Management System of:

**Mallinson Fabrications Limited**

Station Road, Dalston, Carlisle, CA5 7LT, United Kingdom

applicable to:

**Manufacture and installation of steel fabrications and the provision of precision engineering**

**SSIP:- Contractor**

has been assessed and registered by NQA against the provisions of:

**ISO 45001:2018**

This registration is subject to the company maintaining an occupational health & safety management system, to the above standard, which will be monitored by NQA.

Managing Director

Certificate No.	62165
ISO Approval Date:	14 April 2016
Reissued:	8 October 2019
Valid Until:	2 August 2020
EAC Code:	17, 34



SAFETY  
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[www.jelf.com](http://www.jelf.com)

05 July 2019  
To whom it may concern

Dear Sirs

## **CONFIRMATION OF INSURANCE – Mallinson Fabrications Ltd**

As requested by the above client, we are writing to confirm that we act as Insurance Brokers to the client and that we have arranged insurance(s) on its behalf as detailed below:

### **Employers' liability**

<b>Insurer</b>	Aviva
<b>Policy number</b>	100687773CCI
<b>Type of policy</b>	Employers liability
<b>Limit of indemnity</b>	£10,000,000 any one loss
<b>Policy period</b>	07.07.2019 to 06.07.2020

### **Public and products liability**

<b>Insurer</b>	Aviva
<b>Policy number</b>	100687773CCI
<b>Type of policy</b>	Public and products liability
<b>Limit of indemnity</b>	£ 5,000,000 any one accident and in aggregate in any period of insurance for products supplied Including indemnity to principals clause
<b>Policy period</b>	07.07.2019 to 06.07.2020
<b>Principal extensions</b>	Indemnity to principal



## **Contractors all risks**

<b>Insurer</b>	Aviva
<b>Policy number</b>	100687773CCI
<b>Type of policy</b>	Contractors all risks
<b>Limit of indemnity</b>	£ 350,000 any one loss
<b>Policy period</b>	07.07.2019 to 06.07.2020

## **Hired in plant**

<b>Insurer</b>	Aviva
<b>Policy number</b>	100683592ENG
<b>Type of policy</b>	Hired in plant
<b>Limit of indemnity</b>	£ 250,000 any one loss
<b>Policy period</b>	07.07.2019 to 06.07.2020

## **Excess of loss**

<b>Insurer</b>	AIG
<b>Policy number</b>	25031480
<b>Type of policy</b>	Excess Public Liability
<b>Limit of indemnity</b>	£ 5,000,000 any one loss/ any one claim/in the aggregate/ any one accident and in aggregate in any period of insurance for products supplied Including indemnity to principals clause
<b>Policy period</b>	07.07.2019 to 06.07.2020

## **Important information**

All policies are subject to terms and conditions as specified in the policy wording and other associated documents.

We have placed the insurance which is the subject of this letter after consultation with the client and based upon the client's instructions only. Terms of coverage, including limits and excess are based upon information provided to us by insurers.

This letter is issued as a matter of information only and confers no right upon a third party other than those provided by the policy. This letter does not amend, extend or alter the coverage afforded by the policies described herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this letter may be issued or pertain, the insurance afforded by the policy (policies) described herein is subject to all





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## Our Values

- We will always act with honesty and integrity.
- Treat People with respect.
- Conduct all business lawfully.
- Constantly strive for customer satisfaction.
- Improve and innovate continuously.
- Always work effectively and efficiently.
- Never be wasteful.

## Our Vision

To become the supplier of choice for all our services, working in close cooperation with our clients to deliver predictable, quality assured and cost effective solutions