

Priorclave Response to Quality, Health and Safety, Environmental and Other Questionnaires

We have reviewed your questionnaire and the following is our response. I hope this is satisfactory. We hope that this response will answer all your questions if it does not we will be happy to provide additional information.

We will not answer questions where the answers may be in breach of GDPR or where the information may be considered by us to be commercially or otherwise confidential.

The 12th and 13th items in the list of attachments are our credit references and bank details. In the case of further financial questions you are of course welcome to contact our Accounts Department or one of the credit rating agencies.

Service Department and other contact details

Tel: +44 (0)20 8316 6620

Fax: +44 (0)20 8855 0616

Name	Position	Email
General Service email	-	service@priorclave.co.uk
Website	-	www.priorclave.co.uk
Lee Oakley	Sales Director	loakley@priorclave.co.uk
Lorraine Nibbs	Customer Services Manager	lnibbs@priorclave.co.uk
Ranjit Rai	Service Manager	rrai@priorclave.co.uk
Tony Collins	Managing Director	tcollins@priorclave.co.uk
Robyn Pezaro	Quality Manager	rpezaro@priorclave.co.uk
Annette Prior	Company Secretary	aprior@priorclave.co.uk

This profile is intended to answer questionnaires relating primarily to the activities of the Service and Calibration departments.

These are to support, calibrate and carry out performance qualifications on autoclaves with the focus generally but not exclusively on Priorclave manufactured machines. Support activities include installation, servicing, upgrading and repairing.

Site: Group Headquarters and Manufacturing Site	129-131 Nathan Way. Woolwich. London. SE28 0AB
Quality Systems	
BS EN ISO 9001-2015	Cert No: 6973/1 Accreditation since: 24/1/97
BS EN 17025-2017	Cert No: Calibration Laboratory 0602 Accreditation since: 11/6/98
VAT Number	GB586431713
Contacts	
Managing Director	Tony Collins
Sales Director, with Responsibility for Service	Lee Oakley
Quality Manager	Robyn Pezaro
Telephone	020 8316 6620
Fax	020 8855 0616
Email	Service@priorclave.co.uk
Employees	
Service engineers	7 full time, also 8 further staff with Service experience.
Total staff	Approximately 40



Services supplied **Priorclave**

We manufacture supply and install autoclaves from 40 to 850 litres capacity. Non-standard models can also be manufactured to order.

We have our own nationwide service organisation with dedicated engineers trained and equipped to supply the best quality of service to Priorclave Autoclaves. We aim to provide a fix in 1 visit for over 95% of callouts.

The service organisation is backed up by our in-house UKAS Calibration laboratory so all our engineers can calibrate your autoclave to UKAS standards.

We also offer UKAS accredited performance qualification testing.

Appendices

Accreditations.

BS EN ISO 9001: 2015.	See appended documents.	1 st Item.
ISO/IEC 17025: 2017.	See appended documents.	2 nd Item.
PED 2014/68/EU Module D	See appended documents.	3 rd Item.
ASME BPV VIII part 1	See appended documents.	4 th Item.

Policies

Quality policy.	See appended documents.	5 th Item.
Environmental Policy	See appended documents.	6 th Item.
Slavery and Bribery Policy	See appended documents.	7 th Item.
Equal Opportunities and Health and Safety Policy	See appended documents.	8 th Item.
Calibration Quality Policy	See appended documents.	9 th Item.

Compliance Notes

Environmental Policy.

In terms of the Service Organisation we have tried to minimise the environmental impact of our service activities by only using modern low emission and hybrid powered vehicles. There is restricted scope for further reduction in the environmental impact of this side of the operation due to the nature of the activity.

Accidents.

We record and monitor all accidents which happen within our company. These are monitored to assess the risk levels presented by the works carried out and allow us to reduce risk even further wherever reasonably practicable.

Insurance policies

Employers and Public Liability	See appended documents.	10 th Item.
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Other documents.

Generic Risk assessment and Method Statement	See appended documents.	11 th Item.
Trade references.	See appended documents.	12 th item
Bank details, (£, \$ and € accounts.)	See appended documents.	13 th item.

The above risk assessment and method statement have been compiled to meet the majority of cases where no hazards, beyond those to be expected in up to and including a Cat III hazard class environment, apply.

External Audits.

You are welcome to audit our quality system and we appreciate comments on how to improve our company.

Training.

All our Service Engineers are fully FACTORY trained before they are allowed to visit sites on their own, and as part of the training process, their competency is constantly monitored in line with our Quality System. The training includes all relevant Health and Safety topics.

Appended Documents

The following pages contain the documents referenced above.

Certificate of Registration



This is to certify that the Quality Management System of:

Prior Group Holdings Limited incorporating Priorclave Limited

129-131 Nathan Way, London, SE28 0AB, United Kingdom

applicable to:

Design, manufacture, sales, installation and service of autoclaves, climatic test chambers and associated laboratory equipment

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

Managing Director



0015

Certificate No.	6973
ISO Approval Date:	6 September 1995
Reissued:	23 July 2021
Valid Until:	11 July 2024
Prior Cycle Exp Date:	12 July 2021
EAC Code:	19, 17

BS EN ISO 9001:2015 ACCREDITATION



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United Kingdom

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Web: www.priorclave.co.uk

VAT GB 586 4317 13
UTR 1782005901
EORI GB586431713000

Scope of Accreditation

Applicable to design, manufacture, sales, installation and service of autoclaves, climatic test chambers and associated laboratory equipment.

The scope of accreditation encompasses the following classification codes:

3205 Boilers and Process Plant Fabrication

3284 Refrigeration Machinery, Space Heating, Ventilation and Air Conditioning Equipment

3289 Precision Machining and General Fabrication

3442 Electrical Instruments and Control Systems

3480 Electrical Equipment Installation



Priorclave Ltd
Registered in England
Nº. 2221879
A subsidiary of:
Prior Group Holdings Ltd

United Kingdom Accreditation Service

ACCREDITATION CERTIFICATE



CALIBRATION LABORATORY
No. 0602

Priorclave Ltd

is accredited in accordance with the recognised International Standard ISO/IEC 17025:2017 - General requirements for the competence of testing and calibration laboratories.

This accreditation demonstrates technical competence for a defined scope as detailed in and at the locations specified in the schedule to this certificate, and the operation of a laboratory quality management system (refer joint ISO-ILAC-IAF Communiqué dated April 2017).

The schedule to this certificate is an essential accreditation document and from time to time may be revised and reissued by the United Kingdom Accreditation Service. The most recent issue of the schedule of accreditation, which bears the same accreditation number as this certificate, is available from the UKAS website www.ukas.com.

This accreditation is subject to continuing conformity with United Kingdom Accreditation Service requirements. The absence of a schedule on the UKAS website indicates that the accreditation is no longer in force.



Section Head, United Kingdom Accreditation Service

Initial Accreditation date
11 June 1998

This certificate issued on
24 September 2019


UKAS is appointed as the sole national accreditation body for the UK by The Accreditation Regulations 2009 (SI No 3155/2009) and operates under a Memorandum of Understanding (MoU) with the Department for Business, Energy & Industrial Strategy (BEIS)

Schedule of Accreditation

issued by

United Kingdom Accreditation Service

2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR, UK

 0602 Accredited to ISO/IEC 17025:2017	Priorclave Ltd	
	Issue No: 015 Issue date: 20 August 2021	
	129/131 Nathan Way West Thamesmead Business Park Woolwich London SE28 0AB	Contact: Mr P R Melling Tel: +44 (0)20 8316 6620 Fax: +44 (0)20 8855 9374 E-Mail: petermelling@priorclave.co.uk Website: www.priorclave.co.uk
Calibration performed by the Organisations at the locations specified below		

Locations covered by the organisation and their relevant activities

Site activities performed away from the locations listed above*:

Location details	Activity	Location code
Customer Premises, eg, Hospitals, Laboratories, and Manufacturing Plants (*including those of Priorclave)	Temperature (Sterilizers etc, and Thermal Products)	S



0602
Accredited to
ISO/IEC 17025:2017

Schedule of Accreditation
issued by
United Kingdom Accreditation Service
2 Pine Trees, Chertsey Lane, Staines-upon-Thames, TW18 3HR, UK

Priorclave Ltd
Issue No: 015 Issue date: 20 August 2021

Calibration performed by the Organisation at the locations specified

Calibration and Measurement Capability (CMC)

Measured Quantity Instrument or Gauge	Range	Expanded Measurement Uncertainty ($k = 2$)	Remarks	Location Code
Calibration is by comparison with a reference instrument				
TEMPERATURE				
Temperature controlled autoclaves, media preparators, incubators, sterilizers, ovens, fridges/refrigerators, freezers, environmental cabinets and chambers (inclusive of associated indicators, controllers and recorders, all with sensors, within the specified parameters and ranges)	- 40 °C to + 200 °C	0.50 °C*	Single and multipoint time dependent temperature profiling, also referred to as spatial temperature surveying or mapping	S
TIME INTERVAL				
Timers	10 s to 2 hr	2.0 s	* plus resolution of indicator/recorder	S
END				



0602
Accredited to
ISO/IEC 17025:2017

Schedule of Accreditation
issued by
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Priorclave Ltd

Issue No: 015 **Issue date:** 20 August 2021

Calibration performed by the Organisation at the locations specified

Appendix - Calibration and Measurement Capabilities

Introduction

The definitive statement of the accreditation status of a calibration laboratory is the Accreditation Certificate and the associated Schedule of Accreditation. This Schedule of Accreditation is a critical document, as it defines the measurement capabilities, ranges and boundaries of the calibration activities for which the organisation holds accreditation.

Calibration and Measurement Capabilities (CMCs)

The capabilities provided by accredited calibration laboratories are described by the Calibration and Measurement Capability (CMC), which expresses the lowest measurement uncertainty that can be achieved during a calibration. If a particular device under calibration itself contributes significantly to the uncertainty (for example, if it has limited resolution or exhibits significant non-repeatability) then the uncertainty quoted on a calibration certificate will be increased to account for such factors.

The CMC is normally used to describe the uncertainty that appears in an accredited calibration laboratory's schedule of accreditation and is the uncertainty for which the laboratory has been accredited using the procedure that was the subject of assessment. The measurement uncertainty is calculated according to the procedures given in the GUM and is normally stated as an expanded uncertainty at a coverage probability of 95 %, which usually requires the use of a coverage factor of $k = 2$. An accredited laboratory is not permitted to quote an uncertainty that is smaller than the published measurement uncertainty in certificates issued under its accreditation.

Expression of CMCs - symbols and units

It should be noted that the percentage symbol (%) represents the number 0.01. In cases where the measurement uncertainty is stated as a percentage, this is to be interpreted as meaning percentage of the measurand.

Thus, for example, a measurement uncertainty of 1.5 % means $1.5 \times 0.01 \times q$, where q is the quantity value.

The notation $Q[a, b]$ stands for the root-sum-square of the terms between brackets: $Q[a, b] = [a^2 + b^2]^{1/2}$



5911

Certificate of registration

This is to certify that:

**Priorclave
129/131 Nathan Way, Woolwich
London
SE28 0AB**

Has been assessed by Zurich Engineering in respect of their management Systems and found to comply with:

**Pressure Equipment (Safety) Regulations 2016
Conformity Assessment Module(s) D**

APPROVED BODY NUMBER: 0037

Approval is hereby granted for registration providing the rules and conditions relating to certification are observed at all times.

Certification Scope:

**Production, Final Inspection and Testing of Autoclaves,
Steam Generators and Associated Assemblies to the design
Approvals in appendix**

Place and Date of Issue:

**Wolverhampton,
28/02/2023**

Valid Until:

28/02/2026

Reissued:

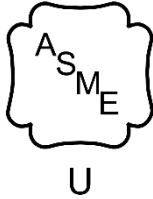
Certificate Number:

PS22-1364/001

This Certificate replaces and supersedes P20-0030

Zurich Engineering authorised signatory
Alan Clements

Principal Engineer – Pressure



CERTIFICATE OF AUTHORIZATION

The named company is authorized by The American Society of Mechanical Engineers (ASME) for the scope of activity shown below in accordance with the applicable rules of the ASME Boiler and Pressure Vessel Code. The use of the ASME Single Certification Mark and the authority granted by this Certificate of Authorization are subject to the provisions of the agreement set forth in the application. Any construction stamped with the ASME Single Certification Mark shall have been built strictly in accordance with the provisions of the ASME Boiler and Pressure Vessel Code.

COMPANY:

Priorclave Ltd.
129-131 Nathan Way
West Thamesmead Business Park
London SE28 0AB
United Kingdom

SCOPE:

Manufacture of pressure vessels at the above location only

AUTHORIZED: **February 8, 2022**

EXPIRES: **December 14, 2024**

CERTIFICATE NUMBER: **41439**

A handwritten signature in black ink, appearing to read 'Richard B. Caplan'.

Board Chair, Conformity Assessment

A handwritten signature in black ink, appearing to read 'Paul Chang'.

Managing Director, Conformity Assessment



Quality Policy

It is the policy of Prior Group Holdings Limited through its subsidiary Priorclave, to manufacture and supply products and services to the highest possible standard.

We are firmly of the belief that only excellent products combined with a consistently high standard of service and 'value for money' will allow the necessary investment to enable us to maintain or improve our market position, securing a prosperous future for all of us and a satisfactory return for investors in the group.

To achieve this objective, we have established and will maintain an effective quality programme which will meet the requirements of BS EN ISO 9001:20015 EN46001 1997, EN50081-1, EN50082-1, the Pressure Equipment Directive 97/23/EC, and where applicable, the 93/42/EEC Medical Devices Directive.

The objective of the quality system is to allow continuous improvement typically through the setting and reviewing of realistic objectives and monitoring performance against them.

The Quality Assurance Manual that has been written sets out how the programme is operated to ensure that our products receive consistent control of quality at every stage of manufacture. The manual also details how formal written procedures and the roles of all personnel establish responsibility and control in this aim.

The Quality Assurance Scheme has the full backing of the Directors and the Shareholders of the Group.

The Quality Manager administers the Quality Assurance Scheme.

It is his responsibility to ensure that all sections of this manual are fully complied with at all times. If, for any reason, problems arise which cannot be resolved he will bring them to the attention of the appropriate Director.



Tony Collins
Managing Director Priorclave Ltd.

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Web: www.priorclave.co.uk



Priorclave Ltd
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A subsidiary of:
Prior Group Holdings Ltd

Environmental Policy


Throughout its activities, the Company will endeavour to minimise any adverse impact on the environment by means of pollution prevention and energy conservation. In this way, cost savings and increased operational efficiency will be achieved as well as maintaining a safe environment for our customers, the community as a whole and a healthy workplace for the Company's employees.

In pursuit of this policy, the Board believes:-

1. Every endeavour will be made to ensure that the Company meets its responsibilities by conforming to all applicable environmental legislation.
2. Environmental protection and waste minimisation is the responsibility of every employee and should be an integral part of their working life supported by training whenever appropriate.
3. Prime consideration will be given to the prevention of pollution and the elimination of waste and emissions at source whenever production processes or company facilities (including cars) are purchased or reorganised.
4. Customers and suppliers will be encouraged to support the same objectives by minimising environmental impact and waste and reducing energy consumption whenever possible.
5. Management will attempt to set continuous improvement targets on a regular basis based on risk assessments and other factors. Reviews will be undertaken to identify progress towards these targets and set further targets for subsequent periods.

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Signed 	Name Tony Collins
Position Managing Director	Date 13 January 2022



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A subsidiary of:
Prior Group Holdings Ltd



Modern Slavery Policy Statement

The current turnover of Priorclave Ltd. falls below the £36m threshold stipulated by Section 54(1) of the Modern Slavery Act requiring businesses supplying goods or services in the UK to publish an annual Slavery and Human Trafficking Statement. However, at Priorclave we take the issues of slavery and human trafficking seriously and have incorporated measures into our standard supply chain processes to take account of this.

A statement regarding Modern Slavery Policy is required as part of our supplier approval process for new suppliers under our ISO9001 system. Under that system as established suppliers are periodically reviewed a relevant statement regarding Modern Slavery is required from them also to maintain their approval.

Priorclave Ltd. is a London Living Wage employer.

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Anti-Bribery Statement

At Priorclave our policy is to carry out business fairly, honesty and openly both at home and abroad. As such we have a zero tolerance approach towards bribery in any part of our business.

Bribery is defined as a promise offer or gift (financial or otherwise) to bring about the improper performance of a function or activity such as offering a potential client a gift such as a weekend away on the condition they do business with us, or a client offering our employees a gift on the basis of reducing the price of our service to them. To meet this commitment the Company has in place systems to counter bribery.

- Periodical risk assessments are documented to assess the levels of risk the Company is exposed to in its business, particularly its export sales to certain countries where bribery is prevalent its purchasing where
- A clear entertainment and expenses policy that sets out that only reasonable hospitality, entertaining and gift giving expenses will be accommodated by the company and should not induce either party to contract.
- All new employees receive, as part of their induction, training on preventing, detecting and the reporting of bribery.
- The Company has a whistleblowing policy in place so that if employees are concerned that bribery has occurred, may occur or is likely to occur they are encouraged to report concerns without fear of retribution.
- Any breach of our anti- bribery policy or procedures by employees is considered to be gross misconduct and may result in their dismissal.

Tony Collins
Managing Director Priorclave
4th January 2022



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A subsidiary of:
Prior Group Holdings Ltd



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Web: www.priorclave.co.uk

Equal Opportunities Policy

The company operates an equal opportunities policy in so far as it does not take into consideration factors such as gender, race, marital status and age (if below statutory retirement age) when making appointments. However factors such as physical disabilities and chronic illnesses may be taken into consideration where these would have a bearing on a person's ability to carry out the normally accepted tasks associated with the position in question. The Company will always give consideration as to whether reasonable adjustments can be made to the working environment or work pattern of disabled employees and candidates so that they are not placed at a disadvantage in comparison with other employees or candidates.

Health and Safety Policy

Priorclave is aware of its moral and legal responsibility for the health and safety of all its employees, its subcontractors, its clients and visitors wherever they are affected by the business activities of the company.

According to the requirements of the Health and Safety at Work Regulations 1992, the 'Prior' Group has appointed a manager responsible to the board of directors for all health and safety matters together with employee safety representatives who will act as additional observation for potential hazards.

The Company will assess and record any risks of which it is aware or advised regarding health and safety of employees and others affected by its activities. It will also introduce appropriate controls to eliminate these risks or reduce them to acceptable levels.

It is the Company policy to provide appropriate health surveillance for employees, to ensure that emergency procedures are well understood and to maintain employee welfare, working conditions and personal protective equipment at least at the levels prescribed by statutory laws.

In support of this policy, the Company will ensure that appropriate hazard warning instructions are located, wherever necessary, in Company workplaces and with equipment used by employees or sold to customers.

The Company is also committed to the provision of adequate health and safety training for employees, who will also be made aware of their responsibilities to report possible hazards in their own workplace.

The company is cognisant of the Control of Asbestos Regulations 2012 and RIDDOR 2013.



Managing Director – Priorclave

13/01/2022



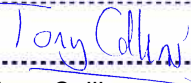
Priorclave Ltd
Registered in England
N°. 2221879
A subsidiary of:
Prior Group Holdings Ltd

1.2 Health and Safety Policy Statement

This is the Health and Safety Policy Statement of Priorclave Ltd (hereinafter referred to as 'the Company') as required under Section 2(3) of the Health and Safety at Work etc. Act 1974. It is the general policy of the Company to ensure the health, safety and welfare at work of employees, contractors, visitors and members of the general public who may be affected by its work activities. Furthermore the Company will endeavour to comply with its legal duties, responsibilities and obligations under the relevant health and safety legislation, together with any relevant codes of practice and guidance notes issued by the Health and Safety Executive (HSE).

The Company will attempt to achieve these objectives by:-

- (1) Providing and maintaining a working environment that is, so far as is reasonably practicable, safe and without risks to health, and complies with all relevant legal requirements.
- (2) Providing and maintaining suitable and satisfactory facilities and arrangements for the welfare at work of employees.
- (3) Providing and maintaining, so far as is reasonably practicable, premises and other places of work that are safe and without risks to health, including safe means of access and exit.
- (4) Ensuring, so far as is reasonably practicable, that plant, machinery, equipment or appliances for the time being on the company premises, or otherwise used by employees, are safe and without risks to health.
- (5) Providing such information, instruction, training and supervision as is necessary to ensure, so far as reasonably practicable, the health and safety at work of employees.
- (6) Ensuring that the use, handling, storage and transport of articles and substances are, so far as is reasonably practicable, safe and without risks to health.
- (7) Consulting with employees on a regular basis regarding matters of health and safety.
- (8) Identifying all reasonably foreseeable hazards and assessing the associated risks with a view to eliminating, reducing or controlling them.
- (9) Reviewing and up-dating of this policy on a regular basis.
- (10) Ensuring that all employees have access to a copy of this policy.

Signed :	
Name :	Tony Collins
Title :	Managing Director
Date :	13th January 2022

Calibration laboratory Quality Policy

It is the policy of Priorclave Ltd. to supply calibration services to our customers in accordance with good professional practice, to the highest possible standard, to the customers requirements and in accordance with the UKAS accreditation standard using the stated procedures.

Note: The above is an extract from the Priorclave calibration Laboratory Quality Manual, issue 8.



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SE28 0AB

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Web: www.priorclave.co.uk




Certificate Number 6973




Priorclave Ltd.
Registered in England 2221879
A subsidiary of
Prior Group Holdings Ltd.

CONFIRMATION OF INSURANCE

INSURED	Prior Group Holdings Limited and Prior Clave Limited		
BUSINESS DESCRIPTION	Manufacturers, suppliers, maintenance, repair, service and testing of autoclaves & environmental test chambers and ancillary equipment		
(A)	COMBINED LIABILITY		
AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969			
INSURER / POL. NO. / RNL. DATE	Zurich Insurance plc / Allianz Insurance plc	PC217294 / SZ/29159912 / SZ/29159911	01 June 2023
(1)	<u>EMPLOYERS' LIABILITY INCLUDING HEALTH & SAFETY AT WORK ETC. ACT 1974 – LEGAL COSTS</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP	20,000,000
(2)	<u>PUBLIC LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP	10,000,000
EXCESS	: PROPERTY DAMAGE	GBP	250 *
* Each and Every Claim including Costs and Expenses			
(3)	<u>PRODUCTS LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT & IN ALL	GBP	10,000,000
EXCESS	: PROPERTY DAMAGE	GBP	250 *
* Each and Every Claim including Costs and Expenses			
<p>NOTES TO PRINCIPAL</p> <ol style="list-style-type: none"> 1. All Policies in force up to stated Renewal Dates. 2. General Principals' Clause &/or equivalent included 3. Subject to Policy Terms, Conditions & Exceptions. 4. The above is correct at the date of signing. 5. Alterations/Cancellation may occur during the period. 6. Current position will be confirmed on request. <p>Specialist Risk, ONE AMERICA SQUARE, 17 CROSSWALL, LONDON, EC3N 2LB TELEPHONE: 020-7977-4800</p>		<p>NOTE TO INSURED</p> <p>This document is sufficient evidence to your Principal of the existence of the above Insurance Arrangements. Do not part with your original Policies. Please retain this original Form and Send photostats to any Principal</p> <div style="text-align: center;">  SIGNED: _____ DATED: 18 May 2022 </div>	



CONFIRMATION OF INSURANCE

INSURED	Prior Group Holdings Limited and Prior Clave Limited		
BUSINESS DESCRIPTION	Manufacturers, suppliers, maintenance, repair, service and testing of autoclaves & environmental test chambers and ancillary equipment		
(A)	COMBINED LIABILITY		
AS REQUIRED UNDER THE EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969			
INSURER / POL. NO. / RNL. DATE	Zurich Insurance plc / Allianz Insurance plc	PC217294 / SZ/29159912 / SZ/29159911	01 June 2022
(1)	<u>EMPLOYERS' LIABILITY INCLUDING HEALTH & SAFETY AT WORK ETC. ACT 1974 – LEGAL COSTS</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP	20,000,000
(2)	<u>PUBLIC LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT	GBP	10,000,000
EXCESS	: PROPERTY DAMAGE	GBP	250 *
* Each and Every Claim including Costs and Expenses			
(3)	<u>PRODUCTS LIABILITY</u>		
INDEMNITY	: ANY ONE ACCIDENT & IN ALL	GBP	10,000,000
EXCESS	: PROPERTY DAMAGE	GBP	250 *
* Each and Every Claim including Costs and Expenses			
<p>NOTES TO PRINCIPAL</p> <ol style="list-style-type: none"> 1. All Policies in force up to stated Renewal Dates. 2. General Principals' Clause &/or equivalent included 3. Subject to Policy Terms, Conditions & Exceptions. 4. The above is correct at the date of signing. 5. Alterations/Cancellation may occur during the period. 6. Current position will be confirmed on request. <p>Specialist Risk, ONE AMERICA SQUARE, 17 CROSSWALL, LONDON, EC3N 2LB TELEPHONE: 020-7977-4800</p>		<p>NOTE TO INSURED</p> <p>This document is sufficient evidence to your Principal of the existence of the above Insurance Arrangements. Do not part with your original Policies. Please retain this original Form and Send photostats to any Principal</p> <div style="text-align: center;">  </div> <p>SIGNED:</p> <p>DATED: 02 June 2021</p>	



Priorclave LTD – Service Department

Risk Assessment and Method Statement

Customer: XXXXXXXXXX
Address: XXXXXXXX

Work Commencement Date: XXXXXX

129-131 Nathan Way
 West Thamesmead Business Park
 London SE28 0AB
 United Kingdom

Tel: +44 (0)20 8316 6620
Fax: +44 (0)20 8855 0616
Email: sales@priorclave.co.uk
Web: www.priorclave.co.uk

VAT GB 586 4317 13
UTR 1782005901
EORI GB586431713000

Method Statement:

Scope of works: Re: #XXXX

The scope of work may encompass the repair of Priorclave Autoclave at the address detailed below.

Detailed specification of individual tasks

Activities will include plugging in of the electrical supply and function testing of the equipment before and after the service, The power to the machines will be isolated before any panel or cover is removed and only turned back on after the panels or covers have been refitted, work will carried out in line with Priorclave set standards and following a service checklist.

The location of the Autoclave will be: XXXX
 XXXX

General sequence of activities:

- Sign-in with site representative in line with local H&S policy
- Locate Autoclave within the Customer site
- Ensure local work site is clear from obstruction
- Warn customer operatives of your intended activities
- Conduct activity as required (refer to documents) including, but not limited to;
 - Connect the machine the site utility supplies as appropriate (in line with the details contained within the machine Technical Manual), including water supply, drainage pipework and electrical connection point
 - Function test to determine current appliance condition to diagnose leak.
 - Isolate services Electrical, water, steam to carry out repair.
 - Function test to determine current appliance condition after repair.
 - Complete Service Report indicating work completed, time / duration of activity and any outstanding actions.
- Inform customer representative of the Autoclave status
- Sign off-site in line with local H&S



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 Registered in England
 N°. 2221879
 A subsidiary of:
Prior Group Holdings Ltd



Equipment to be used

General hand tools, battery operated thermometers, and laptop computers. Battery and other power tools as occasionally required (PAT Tested as required). Equipment is UKAS calibrated as required.

Staff

Priorclave staff is factory trained on all Priorclave appliances and deemed competent to perform the assigned tasks. Detailed training records are retained by Priorclave. Competency Statement for all Service Engineers is provided.

Estimated Work Duration

Service & function test. – 1 day

Access / Egress

required.

General walkway access only to the Autoclave is

Access immediately around the Autoclave should be in line with the Technical Manual as provided.

Special Considerations

Staff training and competence

Manual Handling

Appropriate PPE

Site Induction

Isolation (electrical / mechanical)

Working with Steam and high surface temperatures

Current Government guidelines are followed
With social distancing during the visit (2 metre distance),
frequent hand washing/ cleaning with sanitizer,
Disposable gloves to be worn while carrying out work
and disposed of correctly.
Follow customer site rules.



COVID 19

In order to comply with the current government guidelines and to protect our employees and all site staff we have implemented the following.

Pre-visit

All customers will be contacted by phone to ensure the customer is still comfortable for the visit to go ahead and that the situation on site has not changed since the visit was originally organised.

Travelling to site

Each engineer will use their own vehicle to travel to site, sharing of vehicles is not permitted. If sharing of vehicles cannot be avoided then each member of the vehicle is to wear a face mask, the passengers of the vehicle will be required to also wear a face shield.

Social distancing

Our engineers will maintain a distance of 2m from all site staff and each other. Where it is not possible to follow the social distancing guidelines in full, in relation to a particular task, we shall consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission (further details in the PPE section)

If the engineers believe that the site is not maintaining the 2m rule they are to report this to the Service Manager and inform the site contact.

Self-isolation

Our engineers have been instructed that should they or any member of their household develop COVID 19 symptoms they are to report to the Service Manager and will not attend site

If the engineer falls ill whilst on site the engineer will remove himself to his vehicle and report to the Service Manager. The Service Manager will then report this to the site contact.

Handwashing

Our engineers will wash their hands using detergent/soap before, during and after the task. Where available an alcohol-based hand sanitiser will used as well.

Customer/Engineer signature

The customer will be requested by the engineer to sign the engineers job sheet before and after completing the task. The customer is to use their own pen to do this.

PPE

Our engineers have been issued with disposable gloves, face masks. We recommend that gloves are worn at all times. Where working in close proximity to other staff cannot be avoided then all staff are to wear gloves, face mask and a face shield. Face shields are not a substitute for mandatory PPE; therefore, dust masks and eye protection should still be worn as required in conjunction with the PPE listed above

Hand sanitiser will also be provided and be kept on all company vehicles. All used PPE to be bagged separately ready for disposal.

Overnight stays

Where possible overnight stays in hotels are to be avoided, this may mean increased travel times for the engineers with shorter days on site. This will be managed by the Service Manager and the site will be informed of any alteration to the hours spent on site.

Customer responsibilities

- To provide adequate hand washing facilities including detergent/soap and welfare facilities.
- To ensure that site staff adhere to the 2m rule



PPE requirements

Safety footwear
Gloves (if appropriate)
Face mask & Safety Glasses (if appropriate)

Lighting

No special lighting requirements
Work-space should be daylight lit.
Work to be conducted during normal daylight hours
ONLY.

Hazardous Material and Substances

No Hazardous Material and Substances are used during installation

Waste Management

All excess material not used to complete the installation connections of pipe-work etc will be removed from site by the attending Priorclave engineer.
The work-space will be maintained as clean and tidy.

Temporary Arrangements

Local isolation signs if assess is available via general walking routes as required.
Operation of the Autoclave (during final function testing) is supported by Priorclave technical training (refer to the Competency Statement).

Emergency Contact Arrangements

This work will require only one Priorclave Engineer to be on-site. They are to report to the local site point of contact and offer their contact details.
In the event of a local emergency alarm, local emergency policy is to be followed.
In the event of a medical emergency, please contact Priorclave on 0208 316 6620 or 07793 118736 and ask for the Service Manager



Risk Assessment:

Scope of works: Service & Function test.

Schedule of work: See associated Method Statement.

Hazards:

Burning/welding	None
Live electrical working	None. See other hazards below.
High level working	None
Restricted space work	None
Oxygen depleting gasses	None
Biological chemical and radiological hazards – Signed declaration of safety by customer to work required.	

Other: Autoclave heat hazards Operative *factory training minimises risk.*

Precautions: If the autoclave door is to be opened above the thermal lock release temperature care should be taken to avoid scalding. The autoclave should not be opened at such temperatures if the autoclave contains a contained fluid load.

Care should be taken to avoid scalding with discharge from safety valve during safety valve test.

Care should be taken to avoid heat hazards caused by hot discharge pipe-work.

If the autoclave is run on test with any external panels removed it must be ensured that access to live electrical conductors is prevented. The autoclave must not be left unattended in this condition.

Working with Steam and high surface temperatures

Protective equipment required:

Please provide a lab coat.

The following equipment (not provided but presumed present) is required for the safe opening of hot autoclaves:

- Heat resistant face shield/face mask(supplied)
- Heat resistant non-absorbent gloves
- Sanitizer (supplied).
- Hand Washing Facilities.

Prepared by Ranjit Rai

Service Manager On behalf of Priorclave Ltd

CREDIT REFERENCES:

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Trade References:

1: P&P Powdercoaters Ltd

Riverside Way Industrial Estate
Dartford
Kent
DA1 5BS

Tel: 01322 221813

Fax: 01322 288032

Email: accounts@craymetalfinishers.co.uk

Contact: Mrs Susan Cowell

2. T & F Engineering Supplies

20 Osborne Gardens
Beltinge
Herne Bay
Kent
CT6 6SH

Tel/ Fax: 07836 771715

Email: tfengineering@btconnect.com

Contact: Mr David Thorpe

Bankers:

Barclays Bank Plc

Sort Code: 20-98-57

Account No: 00745316

Account Name: Priorclave Ltd

Swift Code: BARCGB22

IBAN No: GB70 BARC 2098 5700 7453 16

Other Details:

VAT Reg. No. GB 586 4317 13

Co. Reg. No. 2221879

Purchasing Manager: Mr Nico Dabagoglu

Bought Ledger: Mrs Sue Waghorn

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Priorclave Ltd
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Nº. 2221879
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Bank Account Details

PRIORCLAVE C/A GBP

Sort Code 20-98-57
Account No. 00745316
IBAN GB70 BARC 2098 5700 7453 16
SWIFTBIC BARCGB22

PRIORCLAVE EURO A/C

Sort Code 20-98-57
Account No. 44574744
IBAN GB82 BARC 2098 5744 5747 44
SWIFTBIC BARCGB22

PRIORCLAVE USD A/C

Sort Code 20-98-57
Account No. 66886999
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