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Pro-Roll Product Safety Policy		

Product Safety is a key consideration for any processing or manufacture that Pro-Roll Ltd engages with.

As defined in the AS9100 standard, Product Safety is:

“The state in which a product is able to perform to its designed or intended purpose without causing unacceptable risk of harm to persons or damage to property.”

Pro-Roll provides to the raw materials sector of the supply chain and is not always made aware of the intended purpose of the end product (and therefore the specific safety characteristics/design elements that must be upheld). In order to mitigate any risk of compromising Product Safety, Pro-Roll employs a variety of different processes during manufacture of materials and components that help prevent, detect and eliminate unsafe products. Authorised persons carry out these actions as required.

The steps below detail the mitigation of risk from each step of the process:

Training

Pro-Roll has a robust training regime to ensure that individuals are fully trained and competent for the roles they are performing. Periodic reviews in the form of appraisals/training reviews and periodic work checks reinforce this.

Staff are fully conversant with the requirements for Product Safety and what it means to them/their role.


Top Management

Top Management take direct responsibility for Product Safety, and actively promote a Product Safety & quality culture within the organisation.

Top Management maintain a healthy relationship with the workforce, with daily contact and promote a ‘no blame’ culture where everyone is encouraged to raise concerns without fear of reprisals.

Work Environment

Top Management, assisted by all staff will routinely analyse, identify and manage both the human and physical factors of the work environment that are necessary to achieve product conformity, quality, safety, environmental assurance and reliability. These factors include but are not limited to; Health & Safety, Noise, Environment, Heat and Humidity, Weather, Light, Space, Waste, Cleanliness.

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Non-Conformance

Pro-Roll have a robust non-conformance process which enables any product safety concerns to be raised and addressed in a systematic manner. This includes applying containment actions (including quarantining any suspect material), root cause analysis (including any human and environmental factors), implementation of corrective and preventive actions and sharing any lessons learnt.

Maintenance

Preventative maintenance schedules ensure the availability and reliability of production equipment. The organisation also employs a maintenance team who can react to any emergency maintenance required.

Precision & Calibration

Pro-Roll have identified where machines or processes need to have defined controls and tolerances. To ensure these areas remain within their controls, a strict regime of calibration exists to safeguard against any drifts that could lead to unsafe products.

Purchasing


Suppliers are evaluated and approved in-line with a documented process
Raw materials are purchased to agreed specifications

Goods Inwards

Incoming product accompanied by certification, which is checked against original Purchase Order
Incoming products are inspected and validated against purchasing specifications in-line with a documented process
Any non-conformance is raised with the supplier and material rejected if necessary

Storage/Stock holding

Product used for manufacture is stored in accordance with manufacturer's recommendations, or, where such recommendations do not exist, in accordance with identified best practice.
Suitable LOLER-inspected equipment is used for loading/unloading material from pallets, racking and stillages.
Storage media is checked regularly for suitability and any signs of deterioration.
Maintenance/disposal takes place where necessary.

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Manufacture

All products are manufactured on-site using materials from approved suppliers, to approved processes and under closely-monitored conditions

Product is inspected and any non-conformance is reviewed and material/components rejected if necessary.

Testing

Product is tested to meet the requirements of international standards

Product identified as non-conforming is isolated, quarantined and disposed of accordingly

Goods Outwards

All documentation is checked and approved prior to despatch, and product is certified in line with our ISO9001/AS9100 accreditation

Pro-Roll Ltd hereby declares that through the combination of a number of processes, some examples of which are shown in the above, they promote Product Safety and mitigate against the risk of unsafe products continuing through the supply chain.

Signed by:



Symon Havenhand
Managing Director

Date: 18/5/18



Nick Gravill
Quality Manager

Date: 18/5/18