QUALITY MANUAL

BROOK CROMPTON

BROOK CROMPTON UK
QUALITY MANUAL

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Telephone: 01484 557200

3rd EDITION
NOVEMBER 2006

Certificate No. (Pending)

Copy Number:-	Date of Issue:- 1.11.2006
ISO 9001 : 2000	Issued By:- MJ NOVEMBER 2006

QUALITY MANUAL

BROOK CROMPTON

INDEX

SECTION CONTENTS **ISO9001: 2000 REF**

APPENDICES

AMENDMENT INDEX

Manual Amendment No.	Date	Section No.	Page No.	Issue No.
1	20.06.05	ALL	ALL	2nd. Edition
2	01.11.06	ALL	ALL	3rd. Edition
3	08.06.07	5	5	3RD Edition
3	08.06.07	Appendix A CEN/QUA/PCD/0002	3	3RD Edition
3	08.06.07	Appendix B B-04	3 & 4	3RD Edition
3	08.06.07	Amendment Index	1	3RD Edition

Notes
1. Amended wording on re-issued pages is indicated by an adjacent margin line.
2. All amendments will be issued with a notice of revision in accordance with Section2, paragraph 2.2 of this Quality Manual. It is the responsibility of the holder to carry out the required changes and update the amendment index.

QUALITY MANUAL

BROOK CROMPTON

Controlled circulation of printed copies of Quality Manual.

Hard copy Quality Manual No	Issued to	Location	Date
1	M Johnstone	Huddersfield	01.11.06
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1 SCOPE OF REGISTRATION AND INTRODUCTION

1.1 Scope of Registration

The sale, factoring, design control of Hazardous area products and repair of ac (including Hazardous Area) Machines.

1.2 The Company

'Brook Crompton' was first created in 1973 with the merger of two British Electrical engineering companies Crompton Parkinson Motors Ltd and Brook Motors Ltd, changing name to Brook Crompton in 1990. At the time of the merger both companies were part of the Hawker Siddley group which itself was subject to a takeover in 1991 by BTR Plc.

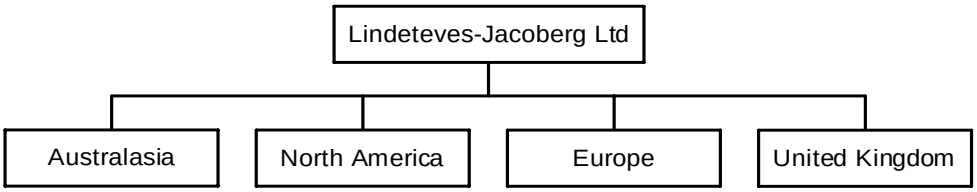
In 1999 the BTR group merged with the engineering group 'Siebe' and the joint Company renamed itself 'Invensys'. The electric motor group becoming Invensys Brook Crompton. During this period the company increased its manufacturing activities overseas and a number of restructuring projects were undertaken.

In January 2002, Invensys sold its electric motor interests and the Brook Crompton group became part the Lindeteves Jacoberg group of Companies. The LJ group of companies includes Schorch and Western Electric. Brook Crompton and Western Electric are primarily involved in low voltage motors and Schorch high voltage motors. Motors or generators could be branded in different territories with different company names with some differences to specification.

Since February 2006 Austrian group A-Tec has held a controlling shareholding in LJ.

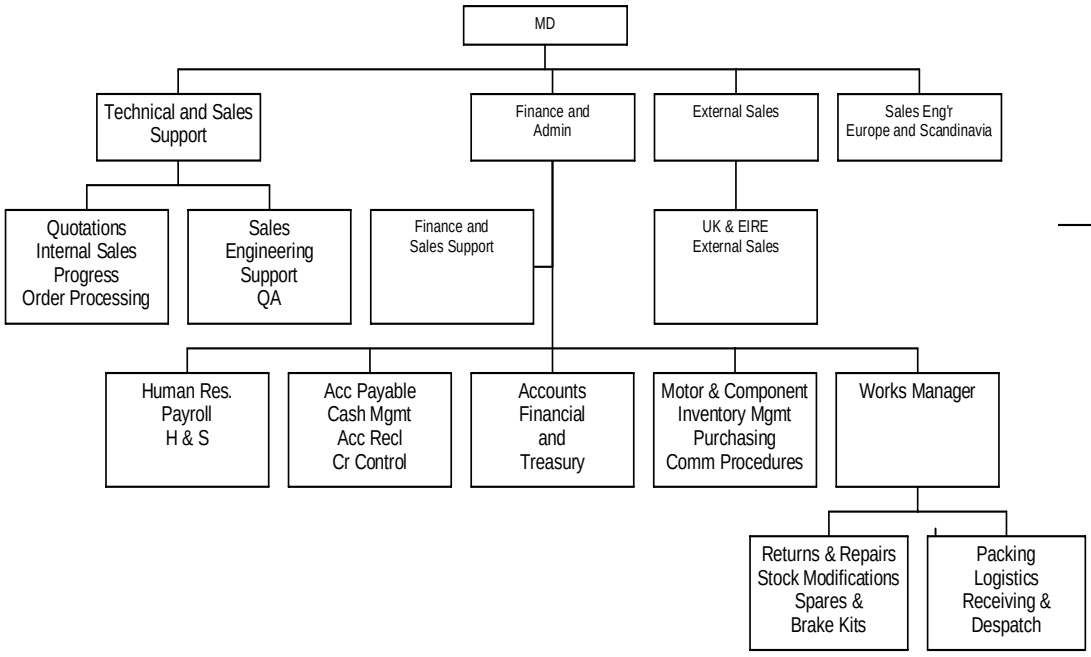
1.3 Group Organisation Chart

The Lindeteves-Jacoberg group established four operating regions around the world as shown.



The UK organisation covers the UK sales, finance, administration, design responsibility for hazardous area products, marketing and IT functions

BROOK CROMPTON
UK



2 THE QUALITY MANUAL

2.1 Scope

This Quality manual is a corporate document describing, within sections 1 to 8 and Appendices A and B, the generic Quality Management Systems for Brook Crompton UK.

Unless otherwise stated below, it replaces in their entirety any Quality manuals previously produced and controlled by individual Brook Crompton UK group businesses under ISO9001: 1994 registered firm certification. The original document version to ISO9001: 2000 was issued as '1st Edition' and subsequent revisions, 2nd Edition etc.

This corporate manual contains a series of explanatory statements that outline the Company's policies and objectives. They are designed to meet, within acceptable operating constraints, customer and other stakeholder's requirements.

2.2 Administration

2.2.1 Adherence to the following guidelines will preserve the relevance of the Quality Manual: -

(i) The number of copy manuals shall be kept to a minimum and will only be issued to nominated individuals and not to Companies or departments. The nominated person shall be responsible for its safekeeping and, if applicable, control of amendments. All copies shall be numbered, recorded and issued under the control of the Quality Manager's office. The controlled master copy shall be presented in an accessible Web based document retrieved system (e.g. Company intranet) with the numbered copies controlled in an index.

The Controlled Master Copy (Sections 1 – 8 and Appendices A and B) shall be the electronic copy managed under the control of the Quality Manager's office.

(ii) Nominated personnel at each of the Companies shall ensure that the content of the Quality manual is understood by all company employees. This responsibly shall be extended to ensuring that relevant personnel have access to and knowledge of amendment and reissues as applicable.

(iii) The Quality Manager, in cooperation with nominated Quality assurance representatives within the individual companies has the right of issue and withdrawal of copies of the manual as necessary.

(iv) No copies of the manual, hard or electronic, whole or in part, are to be made without the prior authorisation of the Quality Manager or his nominated representative.

2.2.2 Periodic manual amendments may be made and issued under the control of the Quality Manager's office. The frequency of reissue shall be at the discretion of the Quality Manager or their nominated representative. Each amendment or change shall be assessed to establish its individual or collective impact on the content of the manual. Hard copies shall be reissued and distributed, at each revision, under a 'Notice of Revision'. This notice shall be signed/acknowledged (as appropriate) by the nominated person and returned to the revision administrator. All amendments shall be recorded in the amendment index at the front of the manual. Periodically an updated copy of the amendment index will be issued. Amendment issues and obsolete withdrawals shall be recorded.

2.2.3 Electronic copies shall be updated and released to the network under the control of the Quality Manager's office. Receipt of the notification email will be accepted as confirmation that the recipient has viewed new changes or acknowledgement of document on Web based document retrieved system e.g. Company Intranet.

3 DEFINITIONS

3.1 Quality Assurance

Quality Assurance is the formulation, compilation and assertion of standards or systems and methods in the form of:

Manuals	Plans
Procedures	Documents
Specifications	Actions

in order to assure that the necessary quality requirements of a product comply with the working demands placed upon the finished product, and in accord with its fitness for purpose.

3.2 Quality System Procedures

These are the supporting procedures/flowcharts to the Quality Manual. They document the systematic processes gone through to deploy the Quality Manual Policies.

3.3 Operator Procedures (work instructions)

These outline the work content, sequence of basic operations and steps to be followed in performing predetermined types of work (that may be sales external activity, office or factory/warehouse based).

3.4 Inspection

Inspection is the inter-stage and final physical determination, measurement, and testing of a product to assure its conformance with quality, design and specification requirements.

3.5 Edition

The term edition shall be used in conjunction with the raising or re-raising of a complete original document. Each edition shall be numbered, consecutively higher than the preceding one.

3.6 Issue

The term issue shall be used in conjunction with existing documents whose content or format has been revised. The nature or number of revisions shall be considered to have

consequential or potential effects on the quality of product or service supplied, rendering re-issue of the document necessary.

3.7 Revision

The term revision shall be used to control, by consecutive numbering, the level to which a document is revised. A document may be revised a number of times before being re-issued, providing the number or nature of revisions made, do not have a detrimental effect on the Quality of product or service supplied.

3.8 Design Verification

The process gone through (prior to release of design information to other functions) which proves or confirms within practical limitations (e.g. electrical design calculation of performance, mechanical calculation of bearing loads) that the information collected is accurate and capable of being validated in the finished product state.

3.9 Design Validation

The process gone through to ensure that the finished product meets the users needs under defined operating conditions (e.g. Record of Test on components, assemblies or finished product, customer acceptance of finished product in service).

4 The Quality Management System

4.1 Management Systems & Processes

Brook Crompton UK operate Quality Management Systems that meet the requirements of the International Standard ISO9001:2000, EN13980 / IEC EXOD000.

The System is documented (as detailed below) and maintained in such a way as it follows and describes the processes involved in meeting the scope of registration from receipt of enquires through to After Sales Service and Support plus customer satisfaction.

In describing these processes, due consideration has been given to the continually changing needs of the business, and all interested parties (shareholders, employees and the public at large).

Process measurements are in place to assure the effectiveness of the Systems in attaining continuous improvement goals.

The primary Brook Crompton manufacturing site out-with the UK in Poland maintain their local Quality Management Systems where their local ISO9001: 2000, EN13980 & QAN 5233 certification applies since they supply major parts, assemblies or complete motors to the UK sites. The Quality systems are linked between the UK & Poland where felt desirable. The Brook Crompton motors manufacturing site in China is also ISO9001: 2000 registered.

4.2 Documentation

4.2.1 The Company Quality System is documented in three tiers.

i) The Quality Manual

ii) Business unit/Departmental Flowcharts and Procedures

iii) Operator procedures (work instructions)

4.2.2 The Quality Manual is an organised collection of policies and outline process descriptions, with necessary explanations and justifications to allow a high level of understanding of the quality system.

Its prime purpose is to state and explain Company policy so that it can be readily understood and practised by all Company employees. Thus it serves to promote a 'Quality Philosophy', the application of which will also be of re-assuring interest to existing and prospective customers.

With individual Quality manuals originally written to suit the 1984 revision of ISO9001 (BS5750 as was) there have been separate business unit revisions culminating in Edition 1 of the 'Brook Crompton UK' quality manual complying with the ISO9001:2000 revision of the standard applicable to all UK sites. The second edition covers the addition of compliance to EN13980 as well as reflecting business unit and LJ structure reorganisations. The third edition reflects the restructuring of the Brook Crompton UK operations.

The Manual serves as a training document, and also, by reference to relevant supporting sections of the Quality management system provides the foundation for the auditing process.

Flowcharts, procedures and records supplement in detail the broader issues outlined in the Quality Manual in the business unit departmental quality procedures.

Operator procedures in several formats provide detailed information on how work (office and factory) processes are performed.

4.2.3 Control of Documents

4.2.3.1 The composition, issue and control of flow charts and procedures generally follow the same practices as for the Quality Manual.

All flowcharts and procedures are issued under controlled circulation and issue systems, with master registers maintained.

Amendments to flowcharts and procedures shall be accompanied by Notice of Revision by either hard copy or via electronic communication with records of all revisions and obsolete documents maintained.

Detailed documentation control procedures have been developed

The method of identifying certified scheduled drawings as well as related (manufacturing) documents is achieved by using particular stamps on the documents as defined in document Cen_pcd_010
The procedure to cross reference parts (drawings) applicable to alternative EC type examination certificates is also defined in Cen_eng_pcd_010 to ensure simultaneous supplementary action in the event of an amendment to such drawings

4.2.3.2 *Raising, Approval and Issue*

Appropriate hard copy and/or electronic data of a technical, production, procedural, commercial or financial nature will be raised and issued to relay information to all appropriate points of work.

Information contained within either media shall be defined such that its content is clear, unambiguous and accurate and shall be distributed to relevant departments. All information shall be suitably authorised for issue in accordance with documented procedures that shall also make provision for the disposition or suitable identification of superseded or obsolete documents/data.

4.2.3.3 *Change Control Procedures*

All documentation changes shall be made in accordance with documented procedure.

In making the changes, suitably qualified and authorised personnel shall have access to all pertinent sources of information.

The nature of the alteration made and the revision status of the revised document shall be

suitably recorded.

All obsolete documents shall be promptly removed from the point of use or otherwise identified to avoid inadvertent use. Master lists or indexes of authorised information holders shall be amended. To sure documents are available in a common format for all sites all day and night around the world the documents are capable of being viewed on the company wide intranet rather than in a paper based issuing system where possible; the major exception being old documents.

Quality system references
APPENDIX A – CEN/QUA/PCD/0001 Control of Documents

4.2.4 Control of Records

4.2.4.1 *Purpose*

Records shall be generated in appropriate media (i.e. hard copy and/or electronically) circulated, used and maintained to demonstrate: -

(i) Effective operation of the total quality system.

(ii) Products have been manufactured to the required specification.

(iii) Causes or possible causes of non-conformance to specification are identifiable thus facilitating the formulation of corrective and preventative action.

4.2.4.2 *Requirements*

Records shall include such data as:

e.g. Internal audits.
Calibration.
Contract/design review.
Concessions.
Corrective actions.
Test results.

Records shall be kept of suppliers and sub-contractors' performance adequate to reveal whether they have met minimum quality requirements.
Formal records of all activities which influence quality shall be compiled and maintained generally for a predetermined period, these records shall be maintained in a satisfactory condition and environment such that retrieval is easily effected. Specific retention periods for individual categories of documentation shall be specified in written procedures.

As far as possible, or convenient, records shall be kept near the point of use. The location of such records, especially where remote from the point of use, shall be recorded in relevant procedures. The responsibility for compiling and keeping of records shall be stated in the relevant Quality System Procedure.

Strictly at the discretion of the Company and by prior arrangement only, Quality related records shall be made available to customers or their nominated representative in relation to aspects in connection with their contract.

Quality System reference:
APPENDIX A– CEN/QUA/PCD/0002 Control of Records

5 Management Responsibility.

5.1 Management Commitment

The Brook Crompton UK Management team is committed to supporting the ongoing adherence to and improvement of our Quality Management Systems.

A number of business policies are in place supported by objectives which are designed to ensure continuous business improvement and the meeting of all stakeholders' requirements.

5.2 Customer Focus

In particular, the requirements of all parties in the Customer chain shall be adhered to in all practical aspects. Communication channels shall remain open to ensure a clear understanding of requirements.

5.3 Policy

5.3.1 Quality

COMPANY POLICY STATEMENT ON QUALITY

It is the policy of the Brook Crompton UK Management Team to produce a market leading range of ac (including hazardous area) and dc electric motors and associated accessories which consistently meet design specifications

and all Quality criteria.

This will be achieved within an environment that enables and encourages all employees to fulfil their individual potential and responsibilities for ensuring that Customer's requirements are satisfied at all times.

Quality Policy, objectives and Customer's expectations shall be communicated throughout the business. The effectiveness of the Management Systems in achieving the business, Quality and Continuous improvement objectives shall be measured through various key performance indicators.

Responsibility is delegated to the Quality Manager to monitor and maintain the Quality System. He has the authority, independent of other functions, to ensure that Product, Quality and Customer Service is maintained. In this regard he receives active cooperation and support from individual business managers and their respective teams.

N Stewardson
Managing Director — Date: 01.11.06
Brook Crompton

Footnote. This policy is reviewed annually to assure its continuing suitability.

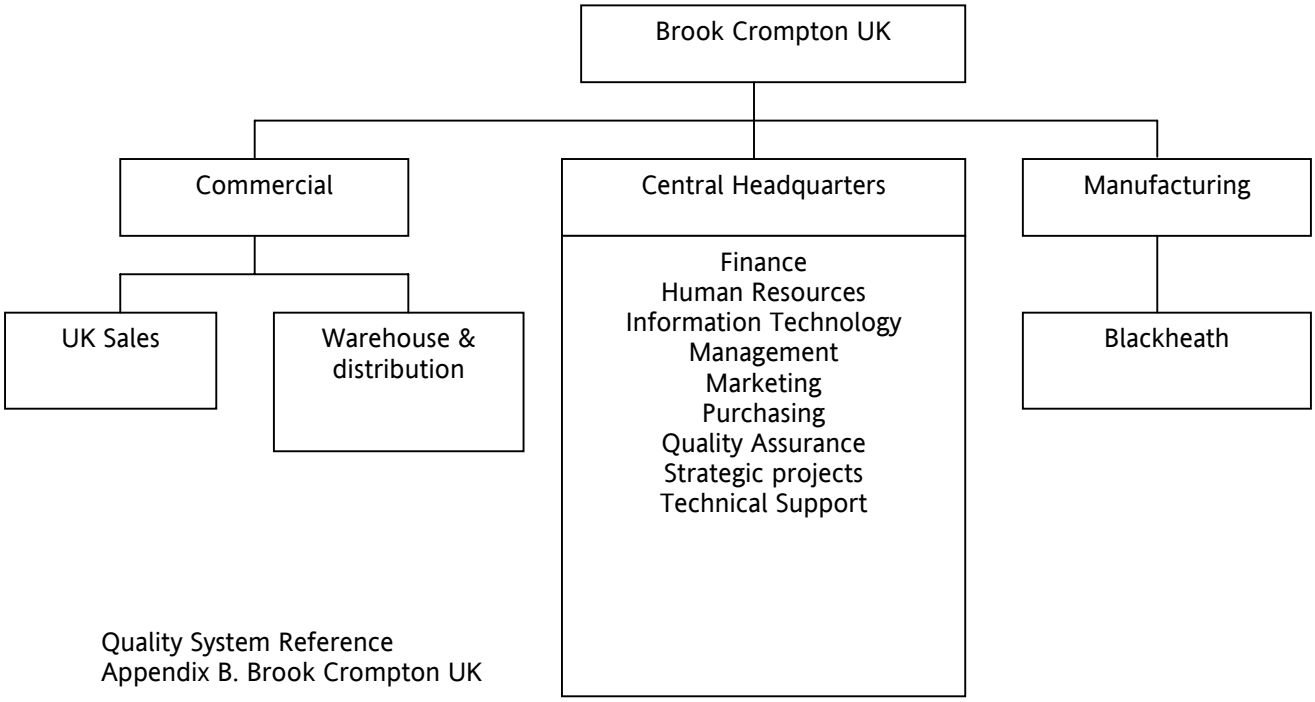
5.4 Planning

Quality planning is an integral part of daily activity. Processes and procedures (e.g. contract review, design review etc.) are designed such that each stage from order processing through to the finished product is planned in advance to ensure compliance with specified requirements. Similar planning controls are exercised over the management of the Quality Management System.

In some specific cases (e.g. for particular customers who make the request, internally for product development purposes or with external suppliers) dedicated Quality plans are prepared referencing appropriate control procedures, activities and test requirements.

5.5 Responsibility, Authority and Communication.

5.5.1 Responsibility and Authority



Quality System Reference
Appendix B. Brook Crompton UK

5.5.2 Management Representative.

The Company shall retain a person in the position of Group Quality Manager. Reporting to the Brook Crompton Managing Director he shall be responsible for all quality related matters. He shall be given full authority to execute this responsibility to the satisfaction of the customer.

Broad responsibilities shall include: -

i) To co-ordinate and monitor the effectiveness of the Quality System.
ii) Facilitate the resolution of any Quality System non-conformance.
iii) To co-ordinate the investigation and resolution of customer complaints.
iv) The communication of the effectiveness of the Quality Management System to interested stakeholders.

In exercising these responsibilities the Group Quality Manager shall receive active cooperation from individual business unit management teams including local quality management representatives.

5.5.3 Communication

The senior management teams within their respective business units shall ensure that the requirements of the Quality Management System are communicated internally and that there implementation is effective.

5.6 Management Review

5.6.1 General

A management review meeting is held annually. Chaired by the Quality Manager (or nominated responsible person), attendees shall include, the local chief executive, Technical Manager, nominated responsible person for certified product and Manufacturing Manager (as applicable). Other senior managers will be involved as required.

5.6.2 Review of the Quality System

Specifically, such reviews shall address: -
Customer feedback.
The achievement of management's quality objectives.
Defects or irregularities in Quality System.
Identification of improvement requirements.
Appropriate resolution of outstanding audit non-compliances.
Policy reviews.
Major supplier certification for Hazardous area products
Effectiveness of system with respect of Hazardous area products.
Results of Internal & External Audits.

The review meeting will be minuted with records of decisions made, improvements identified, required actions, responsibilities and timescales recorded.

6 Resource Management.

6.1 Provision of Resources.

Sufficient resource shall be available at all times to assure the effective operation of the Quality Management System and continued Customer satisfaction.

6.2 Human Resources.

6.2.1 Training

In positions crucial to the efficient operation of the business and/or quality of the product, the Company shall provide experienced personnel well trained in their responsibilities.

The training or retraining of both new and existing employees for all levels of skills shall be documented in Training Programmes. This training shall be supported by work instructions located at the process point. Wherever possible, Supervisory staff shall be trained in the technique of training others and will supervise the training of new and existing employees in conjunction with trained instructors.

This Quality Manual and associated flowcharts and Procedures shall be used as an aid to training.

Overall training needs shall be identified by Departmental Managers and Supervisory Staff, the required training, whether external or internal, shall be discussed and planned with Personnel Departments or nominated responsible personnel.

For motors to be used in hazardous atmospheres, the Company will undertake training where necessary in support and accordance with the requirements of the appropriate certifying authorities or regulations.

Documented methods of identification, preparation, approval and implementation of Training programmes in a controlled manner shall be maintained and issued.

Records of Training Programmes, and their resultant effectiveness, whether carried out internally or externally, shall be maintained. On completion of training, Training Assessments shall be made to report on the proficiency of the trainee, records of which will be retained.

6.3 Infrastructure

The appropriate infrastructure shall be maintained such that it adequately provides the necessary facilities to achieve the required product or service outputs:

Taken into consideration shall be: -

Work place facilities (building, workspace, utilities), process equipment, communication media and appropriate support services.

6.4 Work Environment

A working environment shall be maintained such that it adequately provides a positive influence on the performance of people through: -

People involvement in the improvement process.
Safety, ergonomics and workplace location.

7 Product Realisation

7.1 Planning of Product Realisation

The product realisation process is a collection of activities, operations and procedures carried out in planned sequence such that Quality objectives and product standards can be achieved. Appropriate resources, information, documentation and data is allocated and controlled to assure that the needs and requirements of both the customer and the organisation are met. Product and their controlling processes are monitored, tested and verified with appropriate records being maintained throughout.

7.2 Customer Related Processes

7.2.1 Product related requirements

Customer requirements form an integral part of product design, review, manufacture and verification activities. This relies on Brook Crompton understanding the customers defined requirements and expectations of the product.

Potential differences between enquiry/tender and purchase order information shall be reviewed and resolved prior to acknowledgement that the product specification can be met.

Statutory and regulatory requirements shall be incorporated into the product regardless of any customer stated requirements.

7.2.2 Review of product related requirements.

Before committing to supply, product reviews will be carried out to determine : -
Customers requirements are fully defined understood, can be met and do not conflict with known regulatory/statutory requirements.
Review and resolving differences that may have been created enquiry/tender and purchase order information.
Records of such reviews shall be retained.

7.2.3 Customer communication.

Effective communication channels are established such that the free flow of information relevant to the customer e.g. order/deliver, product information and customer complaints handling is maintained.

7.3 Design and Development

7.3.1 Design and development planning

The design function covers the production and development of design against specific customers orders. This function, controlled by the Technical Support function includes the provision of design procedures, the preparation of drawings and specifications.

When special design functions and procedures are required for Certified products, i.e. hazardous area motors the Manager of the Technical Support function shall delegate responsibility to suitably authorised persons to liase with the notified body and so create a focal point for communication and a coordination of certification control procedures.

7.3.2 Design input

The design and development programme shall include all specific customers production designs of a specialised nature. Design and development projects may be controlled through Technical Support function who will initiate Project Descriptions defining the objectives of the project. Design input criteria shall include applicable statutory and regulatory requirements, as well as any contract review requirements which may initiate design change.

7.3.3 Design output

Design and development programmes shall be reviewed regularly to ensure that progress is made towards the achievement of the design, development and manufacturing objectives and to identify and anticipate problem areas.

Sufficient information shall be generated to permit confirmation that acceptance criteria have been established and can be met by appropriate departments such as manufacturing and purchasing.

Design output shall be recorded.

7.3.4 Design review

To co-ordinate the development programme with design and manufacturing functions periodic review of Customer specific orders are carried out by the Technical support function. Records of these reviews will be retained. These reviews shall resolve any conflicting or ambiguous requirements before release to other functions.

The Review meetings shall also ensure that declared objectives have not changed and that the design meets the specified input requirements, including safety and acceptance criteria.

The Review meetings may be local, by telephone or video links in line with the locations of participants.

7.3.5 Design verification

Throughout the design stage, measures shall be taken to confirm the resulting design stage output meets the design criteria/requirements.

Verification may take the form of : -
Design criteria/requirements reviewed to confirm design solution meets requirements with margin, robustness and is fit for purpose.
Comparisons with historical data.
Alternative calculation methods.
Software or process verification.
Function testing.

Records of such verification activities are maintained.

7.3.6 Design validation

Confirmation that the manufactured product and/or supporting data satisfactorily meets the design criteria and users expectations shall be gained at periodic intervals.

This validation may take several forms e.g. product testing.

Records of validation activities are maintained.

7.3.7 Design changes

May be identified from design review outputs and shall be made through a controlled sequence of approvals by nominated responsible personnel who have the appropriate levels of authority.

Records of changes are maintained.

7.4 Purchasing

7.4.1 The Company relies on constancy of high Quality material supplies from reliable sources. Assurances of supplier capabilities to provide that which is requested through the purchasing system must be maintained. Purchasing sourcing activities are distributed to local purchasing departments in manufacturing sites to the specifications generated by the product design authority.
Evaluation of a potential supplier's capability to provide goods or services in accordance with specified requirements shall be made by appropriate competent personnel. Results of such evaluations shall be recorded internally and communicated to the supplier.

Acceptable suppliers shall comply with ISO9001, EN13980 and IECEX OD 005, as needed, to be included in the preferred supplier list. This list is subject to periodical review and amendment. Suppliers not used for a period exceeding a year shall be re-evaluated prior to placing any contracts.

7.4.2 The parts purchased for certified items are to be made from a supplier with a QAN covering the item, (component parts of an ATEX certified apparatus i.e. motors, parts and assemblies etc.), and that a certificate of compliance to EN45014 (in future ISO/IEC 17050) is required with each batch.

7.4.3 Purchasing information

The means by which materials (or services) are formally ordered is the Purchase order document which: -

- Describes in detail the material or service required.
- Details applicable approvals, drawings, specifications, procedures and process requirements.
- Defines performance tests and acceptable criteria.
- Specifies certification requirements.
- Retains the right to verify conformance at source.

7.4.4 Verification of purchased product.

Arrangements are planned for the verification of conformance to specification for purchased materials. The level of verification shall be dependent on the scope and depth conducted at the suppliers' works and the assessed risk and consequences of nonconforming materials being processed.

7.5 Production and Service Provision.

7.5.1 Control of production and service provision.

To achieve the required standards all manufacturing and associated processes shall be carried out under controlled conditions. Controls shall be exercised by the provision of:

i) Works Instructions and procedures defining product or service characteristics and the method of manufacture or process.
ii) Suitable manufacturing equipment.
iii) Appropriate inspection and test facilities after/during each work operation.
iv) Appropriate process monitoring and approval.
v) Process equipment maintenance systems.
vi) Systems to organise the delivery, release and post delivery services.

Criteria for acceptable standards of workmanship shall be described in Works Instructions, appropriate Quality System procedures, Job Descriptions and/or Training procedures.

7.5.2 Validation of processes for production and service provision.

Any processes or part process that may be deemed to be special, in that the results of such process cannot be verified, shall be monitored on a regular basis to assure conformance with the specific criteria.

Appropriate training shall be given to personnel performing these processes.

7.5.3 Product identification and traceability

At all stages of preparation, manufacture and final assembly, through to despatch, materials, components sub-assemblies and assemblies shall be adequately identified with regard to part recognition and inspection status.

Whilst not normally a requirement of the system, traceability, when included as a condition of contract, shall be maintained in accordance with documented procedures. (E.g. Nuclear traceability of insulation materials)

7.5.4 Customer supplied product

Component parts supplied by a customer for attachment or assembly to the finished motor shall be controlled.
e.g.: -
i) Inspected for suitability upon receipt.
ii) Kept in store in safe, clean conditions, and duly identified.
iii) Periodically viewed for signs of deterioration.

Any loss or damage to the parts concerned shall be recorded and reported to the supplier.

With respect to Intellectual Property then this is held in a confidential manner and can be subject to a confidentiality agreement.

7.5.5 Preservation of product.

Preservation and protection of the product shall be controlled throughout all stages of the supply chain to delivery of the finished product.

Identification
The product will retain throughout manufacture, storage and distribution suitable identification that uniquely recognises the product and inspection status.

Handling
Both general and special purpose handling equipment is provided where necessary to prevent component or sub assembly damage. Safe working and damage free handling methods are a prime consideration.

Storage and protection
Designated storage areas house appropriate palletisation and stillage containers that permit in house transit with a minimum of handling. Only authorised personnel control the allocation, withdrawal and movement of goods in stores areas. Several stock recording, movement and replenishment methods are in use.

Packaging
Appropriate methods are employed depending on contractual requirements, distances travelled, home/export land/sea/airfreight, Kanban delivery etc. Both in house and external agent facilities are used.

Preservation
Appropriate methods are employed for in process parts, sub/finished assemblies and for complete motors being prepared for storage or shipment. Such methods will include as necessary, surface coatings, packaging, atmospheric controls, rotation of shafts, etc.

7.6 Control of Monitoring and Measuring Devices

7.6.1 Control of inspection, measuring and test equipment

7.6.1.1 The Company shall, at all times, maintain adequate calibration systems for relevant direct measuring and gauging equipment ensuring that the levels of measurement uncertainty are known to be within acceptable limits at all times.

The calibration systems shall be documented and detail the required levels of controls on individual types or groups of equipment and shall include: -

- Traceability requirements to know standards.
- Methods of identification of calibration status.
- Actions to be taken in the event of equipment being found to be outside acceptance criteria.
- Calibration recall periods.
- Calibration record methods and requirements.
- Control of reference software.

Calibration, adjustment or alteration of any equipment within the formal calibration system shall only be effected by authorised personnel. As far as is practical operations of this type shall only be carried out within an area/facility isolated from production areas, and within a clean environment.

Adequate facilities and levels of training shall be maintained at all times to ensure all practical steps are taken to avoid misuse or damage to equipment.

In the event that permanent jigs or fixtures are used to verify conformance to specified criteria, they too shall be included within the calibration system for periodic checks against known standards.

Suitable calibration records shall be maintained.
Calibration certificates, which do not bear the accreditation logo of a national accreditation authority shall include the following information:

An unambiguous identification of the item calibrated.
Evidence that the measurements are traceable to international or national measurement standards.
The method of calibration.
A statement of compliance with any relevant specification.
The calibration results.
The uncertainty of mesurement, where necessary.
The environmental conditions, where relevant.
The date of calibration.
The signature of the person under whose authority the certificate was issued.
The name & address of the issuing organisation and the date of issue of the certificate.
A unique identification of the calibration certificate.

8 Measurement Analysis and Improvement

8.1 General

Measurement and analysis of results shall be carried out on key processes with a view to improving the conformity of product and the effectiveness of the Quality Management management system.

8.2 Monitoring and Measuring

8.2.1 Customer satisfaction

Key performance indicators shall be used to monitor levels of customer satisfaction. Customer satisfaction survey(s) shall be used for continuous improvement actions.

8.2.2 Internal audits

8.2.2.1 Internal Quality Audits shall be conducted to establish that present working practices meet documented requirements and that the systems employed are seen to be in control.

8.2.2.2 The audits shall be planned and carried out in accordance with an internal audit programme. Additional audits/reviews may be carried out at any time in any department at the discretion of the Quality Manager or his representative. The timetable within the audit plan is to be in compliance with ISO 9001:2000 and EN13980. EN13980 states "The maximum period between audits should normally be 12 months and shall not exceed 14 months".

8.2.2.3 The design authority of the products (BC Huddersfield) has a duty to ensure they are fit for purpose and provide suitable documentation (manufacturing tickets, drawings etc) to ensure the framework for manufacturing compliance. This documentation is prepared on new certified product types after examination and compliance assessed by a notified body.

8.2.2.4 The responsibility in the manufacturing site (BC Poland) is to demonstrate the effectiveness of the elements of their quality system against their QAN as described in EN13980. This is to ensure that the products - completed motors, subassemblies or parts - are in conformity with the EC type examination certificate and the design authority documentation.

8.2.2.5 The responsibility in the UK is to demonstrate the effectiveness of the elements of their quality system against their QAN as described in EN13980 to ensure that the work undertaken to produce stock modifications are in conformity with the EC type examination certificate and the design authority documentation. This means to sample audit product from BC Poland and undertake internal audits, conducted by employing checklists including the requirements of ISO9001 & EN 13980 as well as conducting vertical audits of product awaiting despatch to prove the system.

8.2.2.6 Vertical audits comprise auditing to examine all aspects of the system associated with the production of that product from a certification viewpoint. This should include appropriate documentation (drawings, inspection checklists, test records, material certificates etc.)

product identification, handling, storage, training of staff and any other elements of the system which can affect the compliance of the product to the certification parameters.

8.2.2.7 Audits shall be planned, conducted and reports issued in accordance with documented procedure, by appropriately trained personnel who shall be independent of the function being audited.

8.2.2.8 Internal audit reports shall be retained electronically by the local Quality Department or representative as part of departmental records.

8.2.2.9 It shall be the responsibility of individual departmental heads to ensure that corrective action plans are effected in an expedient manner such that they are complete by the agreed review date.

8.2.2.10 Follow up audits shall verify that previous non-compliances have been rectified by the implementation of the corrective action programme.

8.2.3 Monitoring and measurement of processes

Key performance indicators shall be used to measure the effectiveness and efficiency of selected processes. In selecting the processes consideration shall be given to their importance to and impact on conformity of product and customer satisfaction. Performance data and trends shall be reviewed to determine levels of compliance, corrective action and process improvement requirements.

8.2.4 Monitoring and measurement of product

Product conformity measurements shall be taken at key stages of the production process. These shall include inspections and test during the course of manufacture; final testing and checks prior to release. Appropriate records shall be retained.

Incomplete product or that which does not fully meet the product specification shall not be released other than under controlled and authorised conditions.

Quality System Reference
Appendix A CEN/QUA/PCD/003 Internal Audit

8.3 Control of non-conforming product.

8.3.1 Documented procedures shall detail methods and levels of controls exercised in the identification, segregation, removal and disposal of non-conforming materials or product.

Materials within this category shall only be processed and/or disposed of by authorised personnel.

8.3.2 All non-conformances shall be reported to appropriate authorised personnel, in accordance with local documented quality reporting procedures. The reporting and corrective action process takes into account the permitted level of use or disposition of the product e.g. scrap, use, concession etc.

Appropriate records of decision shall be retained.

Quality System Reference
Appendix A - CEN/QUA/PCD/0004 Control of non-conforming product.

8.4 Analysis of Data

Key performance indicator and trends shall be periodically reviewed to determine levels of compliance with specified requirements and identify areas for improvement and preventive actions.

8.5 Improvement

8.5.1 Continual improvement

Information and data gathered and analysed throughout the process monitoring activities shall be reviewed and used for the purposes of identifying areas for improvement. Additional potential shall be established from review of objectives, audit reports and management reviews etc. Continuous improvement shall itself remain a permanent business objective.

8.5.2 Corrective action

Non-conformity information and data and the output from reports and reviews shall form the basis for identification of corrective actions.

Requirements shall be detailed in documented procedures that describe the actions required in reviewing, analysing, planning for and actioning the corrective action requirements.

Details of actions taken will be retained as records and used in further review to determine the effectiveness of the actions taken.

Quality System Reference
Appendix A - CEN/QUA/PCD/0005 Corrective action.

8.5.3 Preventive action

Preventive actions, designed to prevent loss through initial or recurring failure of a product or process shall be planned, implemented, recorded and periodically reviewed to assure their continued effectiveness.

Preventive action is the subject of documented procedure.

Quality System Reference
Appendix A - CEN/QUA/PCD/0006 Preventive action.

APPENDIX A – INDEX

QUALITY SYSTEM PROCEDURE

BROOK CROMPTON

Title: Control of Documents

1. Scope of procedure

Quality Management System and supporting documentation.

2. Reference Documents

Brook Crompton Quality Manual. Section 4.2.3.

3. Procedure

3.1. Documents deemed to be essential to the achievement of product and/or service quality shall be created, documented, controlled and issued within managed control systems.

3.2. The following attributes shall be taken into account in locally documented procedures and/or flow charts to assure relevant levels of control: -

(i) Verification and approval of information and data prior to issue.

(ii) Consideration for the review, re-approval and re-issue of amended documents.

(iii) Ensure that document revision levels are controlled and easily identifiable.

(iv) Actual changes made to revised documents are clear and identifiable.

(v) Relevant issues and/or revisions of documents are readily available at the point of issue.

(vi) Provide adequate protection against mishandling and abuse and ensure that documents do not become illegible and remain identifiable at all times.

(vii) All documents (of internal and/or external origin) are identifiable and their distribution controlled.

(viii) Obsolete documents are withdrawn from the point of use or suitably identified as to their obsolete/controlled status and limitations for use.

QUALITY SYSTEM PROCEDURE

BROOK CROMPTON

Title: Control of Records

1. Scope of procedure

Documentation, identified within the Quality Management System as 'Records', that demonstrates the effective operation of the Quality Management System.

2. Reference Documents

Brook Crompton Quality Manual. Section 4.2.4.

3. Procedure

Locally developed procedures shall be documented and practiced which assure documentation deemed to be a 'Quality record' shall remain legible, retrievable and identifiable at all times.

Procedures will provide for the suitable identification, storage, protection, retrieval, retention time and disposition.

Records shall be generated and maintained in the following areas as described below: -

Control of documents.
Control of records.
Records of management reviews.
Competence and training records.
Product planning and realisation.
Realisation of product related requirements (contract review).
Design inputs.
Design reviews.
Design verification.
Design validation.
Design changes.
Supplier evaluations.
Process validation.
Traceability.
Customer property.
Calibration.
Internal audit.
Monitoring and measurement of product.

Non conforming product.
Corrective action
Preventive action.

Item	Area	Document function/Description	Format	Where Stored	Filing method	Retention Period	Comments
1.	Quality Management	OBJECTIVES	Electronic	Central Data Base	Electronic	12 months	

	Systems	POLICY	Electronic/ Hard Copy	Central Data Base	Electronic	Indefinite	
		QUALITY MANUAL	Electronic/ Hard Copy	Central Data Base/Binders	Electronic /Binders	Indefinite	
		DOCUMENT CONTROL PROCEDURE	Electronic	Central Data Base	Electronic	Indefinite	
		CONTROL OF RECORDS PROCEDURE	Electronic/ Hard Copy	Central Data Base	Electronic	Indefinite	
2.	Management Responsibility	MINUTES OF MANAGEMENT REVIEW MEETINGS	Electronic/ Hard Copy	Electronic QA records/ Attendees Files.	Electronic/ Filing cabinets	5 years minimum	
3.	Resource Management	COMPETENCE & TRAINING RECORDS	Electronic/ Hard Copy	Electronic HR/Training Records. Dept Files.	Electronic/ Filing cabinets	Indefinite	
4.	Product Realisation	CONTRACT REVIEW	Electronic/ Hard copy	Order files	Electronic /Filing cabinets		
		DESIGN INPUTS					
		DESIGN REVIEWS					
		DESIGN VERIFICATION					
		DESIGN VALIDATION					
		DESIGN CHANGES					
		SUPPLIER EVALUATION					
		PROCESS VALIDATION					
		TRACEABILITY					
		CUSTOMER PROPERTY					
		CALIBRATION	Electronic	AS400 data base.			

Item	Area	Document function/Description	Format	Where Stored	Filing method	Retention Period	Comments
5.	Measurement Analysis	INTERNAL AUDIT	Electronic/ Hard Copy	Central Data Base	Electronic	5 years minimum	
		MONITORING & MEASUREMENT OF PRODUCT - Customer satisfaction, continuous improvement, KPI	Electronic	Central Data Base	Electronic	2 years minimum	
		NON CONFORMING PRODUCT	Electronic	Central Data base	Electronic	10 Years	
		CORRECTIVE ACTION	Electronic	Central Data base	Electronic	10 Years	
		PREVENTIVE ACTION	Electronic	Central Data base	Electronic	10 Years	
6	Hazardous Area product	Certificates/ Addendums Technical file Notified body reports	Hard Copy	Central data base	Hard copy	10 Years	

QUALITY SYSTEM PROCEDURE

BROOK CROMPTON

Title: - Quality Management System Internal Audit Procedure

1 Scope:

This procedure details the methods used in the execution of Internal Quality Audits.

2 Reference Documents

Brook Crompton Quality Manual. Section 8.2.2.

3 Procedures

3.1 Audit Programmes.

3.1.1 Responsibility - Quality Manager

3.1.2 An internal audit programme shall be established on an annual basis, detailing where and when audits will take place.

The Quality Manager (or nominated Quality representative), at his discretion, can re-schedule or combine any audits if there are unforeseen circumstances that mean the programme cannot be maintained as it is planned for the year.

This programme shall be used further as an ongoing record of audits as they are completed, showing audit follow up requirements and audit report numbers.

3.1.3 A Notification of Audit detailing precise dates of audit will be issued in advance of the actual activity. This notification shall indicate exact areas of the company to be audited, on which date, names of departmental personnel involved and the name of the auditor.

These 'Notifications of Audit' shall be distributed to relevant departmental heads.

3.2 Audits

3.2.1 Responsibility - Quality Manager/ nominated Quality representative.

3.2.2 Audits shall be carried out by suitably trained personnel and selected on the basis that they shall be independent of the function being audited.

3.2.3 Audits shall be carried out in accordance with the relevant departmental audit checklist.

3.2.4 Auditors shall be accompanied throughout the audit by a responsible member of the department, nominated by the relevant departmental head.

3.2.5 Defined systems and procedures shall be used for recording details of audits.

Individual audit reports shall be uniquely identified for record retrieval purposes.

3.2.6 Where non-compliances are found, the topic shall be discussed with the departmental representative and a non-compliance note raised.

3.2.7 Having completed the audit, general findings and non-compliance notes shall be reviewed by the auditor with the departmental head/representative, and corrective action plan/agreed time limit established. The Corrective Action details of the non-compliance shall be recorded by the departmental head/representative.

3.2.8 Depending on the audit findings, auditor will advise if follow up audit is to be carried out to check on implementation and effectiveness of corrective actions.

3.3 Post Audit

3.3.1 Responsibility – Auditor.

3.3.2 On completion of audit, the auditor shall, compile a separate audit report highlighting any serious non-compliance, positive findings, general comments etc.

3.3.3 Corrective action plans and timescales shall be agreed by department heads and non-compliances closed out by an assigned auditor when completed.

3.3.4 A copy report shall be issued to auditee and Quality Assurance copy filed as records. Any point arising that may require clarification shall be discussed with the Quality Manager/representative. Copies of audit reports should be distributed for information/action as required by local procedures.

3.3.5 Follow up audits, as required i.e. as per audit programme.

NOTE In response to suspected non-compliance or breakdown in operating systems, interim audits shall be carried out at the discretion of the Quality Manager/nominated Quality representative.

3.3.6 In the event of a follow up audit finding that corrective action plans have not been fully implemented then a further date may be set.

At this stage the Auditor shall inform the Quality Manager/nominated representative and the relevant Executive Manager in writing of the failure to meet the corrective action plan.

3.3.7 Internal audit reports shall form the basis of an overall annual quality report submitted by the Quality Manager/nominated representative to executive management for review.

4 Guidance in Carrying out the Audit and Review

4.1 Review of the Quality System Procedures/Flowcharts.

4.1.1 A review of the procedures and flowcharts held in a department or section should be carried out as the first stage of the audit, taking note of the following: -

i) Are all the authorised procedures/flowcharts available and held at the appointed place?

ii) Have all amendments been carried out and the documents in good order?

iii) Are the contents up to date in respect to current practice, i.e. organisation, manufacturing methods, new plant, design or new materials?

iv) The procedures and flowcharts should describe the performance of all work that would be adversely affected by the lack of such instruction.

v) Do the procedures/flowcharts effectively implement the requirements and aims of the Quality System?

vi) Overall the auditor should be able to grasp the operation of the section or department under review from information contained within the procedures/flowcharts.

QUALITY SYSTEM PROCEDURE

BROOK CROMPTON

Title: Control of Non-Conforming Product

1. Scope of procedure

The identification, control, reporting, investigation and disposition of non-conforming product or process information (including after sales service).

2. Reference Documents

Brook Crompton Quality Manual. Section 8.3.2.

3. Procedure

3.1. Individual business units delegate the responsibility and authority to identify and report any non-conformances at any stage of a process to all employees. This reduces the potential for unnecessary value added process time to be spent increasing the potential loss.

3.2. Business units shall maintain documented procedures that control, identify, replace, segregate, rectify or dispose of non-conforming product such that it is not able to be inadvertently used. The potential for such product to be the subject of a concession request shall be included.

3.3. Non-conformances shall be recorded such that they provide data for analysis and improvement. This requirement shall apply equally to all forms of non-conforming product including hardware, software and information at pre, during and post production and delivery stages.

3.4. Results of analysis shall be periodically reviewed in order to identify trends. Adverse trends shall be the subject of further review for improvement and prevention. The outcome of such reviews shall be considered and evaluated during formal management reviews.

3.5. When considering the impact and resultant actions of non-conformance account should be taken of the total effects on the internal organisation and supply chain. Account should be taken for the potential for further non-conformances that may be present in the chain from the same identified source.

3.6. Details of reviews, analysis, reports and effects shall be documented as appropriate and retained as records.

3.7. Non-conformances shall be recorded in a format such that the following information (minimum) is collated for review i.e.

Defined circulation.
Scope of report (dates, quantity, description etc.)
Description of problem.
Corrective action.
Preventive action.
Disposition instruction.
Lost time/costs.

QUALITY SYSTEM PROCEDURE

BROOK CROMPTON

Title: Corrective Action Procedure

1. Scope of procedure

All types of non-conformity in product, process, information and data.

2. Reference Documents

Brook Crompton Quality Manual. Section 8.5.2.
QA124/5 reporting procedure

3. Procedure

3.1. Non-conformities can occur in any area of the business e.g. customer complaint, product non-conformity reports, internal/external audit reports, Quality records, process measurements, management reviews, inter company reports, supplier issues and process data etc.

3.2. Local business unit management systems shall be used as appropriate for internal/inter company and supplier reporting. All Brook Crompton business units shall use the Company wide QA124/5 system for the reporting of problems identified by the external customer.

3.3. All non-conformities (depending on their level of overall impact on the business) should be recorded, investigated rectified and subjected to preventive actions as appropriate.

3.4. Non-conformity reporting shall be an integral part of local business unit Quality Management Systems. There shall be clearly defined processes in place that reviews and determines the root causes, evaluates the need for corrective action and determines the actions needed to eliminate the cause(s). Appropriate records shall be generated for further evaluation to determine the effectiveness of actions taken later and to identify trends.

3.5. Non-conformity reports shall be reviewed on a regular basis according to established local management procedures. Reviews shall also recognise and initiate any identified training needs.

3.6. In determining the level and type of corrective actions required, evaluations shall take into account the effects of the non-conformity(s) and the impact on e.g.: -

Operating costs,
total cost of the non-conformity,
product performance and reliability,
social impact, impact on the environment
stakeholder effects.

3.7. Reviews and corrective action plans should be carried out and implemented by personnel with the appropriate levels of skill, knowledge, responsibility and authority such that they can be exercised fully and in reasonable timescales.

QUALITY SYSTEM PROCEDURE

Title: Preventive Action Procedure

1. Scope of procedure

All types of processes related to product and/or service.

2. Reference Documents

Brook Crompton Quality Manual. Section 8.5.3.

3. Procedure

3.1. Preventive action considerations must be an integral part of all business processes. They will be exercised in many forms.

3.2. Throughout the design, manufacture and test stages, including software and data generation, process controls should ensure that potential risk of non-conformance is identified and inefficient and expensive errors are avoided.

3.3. Actions are taken at appropriate stages to eliminate, where practical (or reduce to tolerable levels), the causes of potential non-conformances thereby preventing their occurrence and the resulting failure or waste. Such actions will include: -

use proven templates,
quality plans,
design reviews,
calibration,
risk assessment,
product goodness,
design robustness or margin,
self assessment of workmanship,
performance tests,
trend analysis,
monitoring of key performance indicators, auditing customer feedback etc.

3.4. In determining the need and degree of action to be taken, due consideration will be given to the level of risk and the associated consequences of failure should it occur.

3.5. Local business unit process control shall define requirements for: -

Determining and implementing the required action.
Recording actions taken and their resultant effects.
Review of preventive actions.

APPENDIX B - INDEX

Organisation & Responsibilities

1. REFERENCE QUALITY SYSTEM PROCEDURE

1.1 Unless otherwise stated, all Brook Crompton UK departments and functions operate in accordance with the following procedures: -

Control of documents	CEN/QUA/PCD/0001
Control of records	CEN/QUA/PCD/0002
Internal audit	CEN/QUA/PCD/0003
Control of non-conforming product	CEN/QUA/PCD/0004
Corrective action	CEN/QUA/PCD/0005
Preventive action	CEN/QUA/PCD/0006

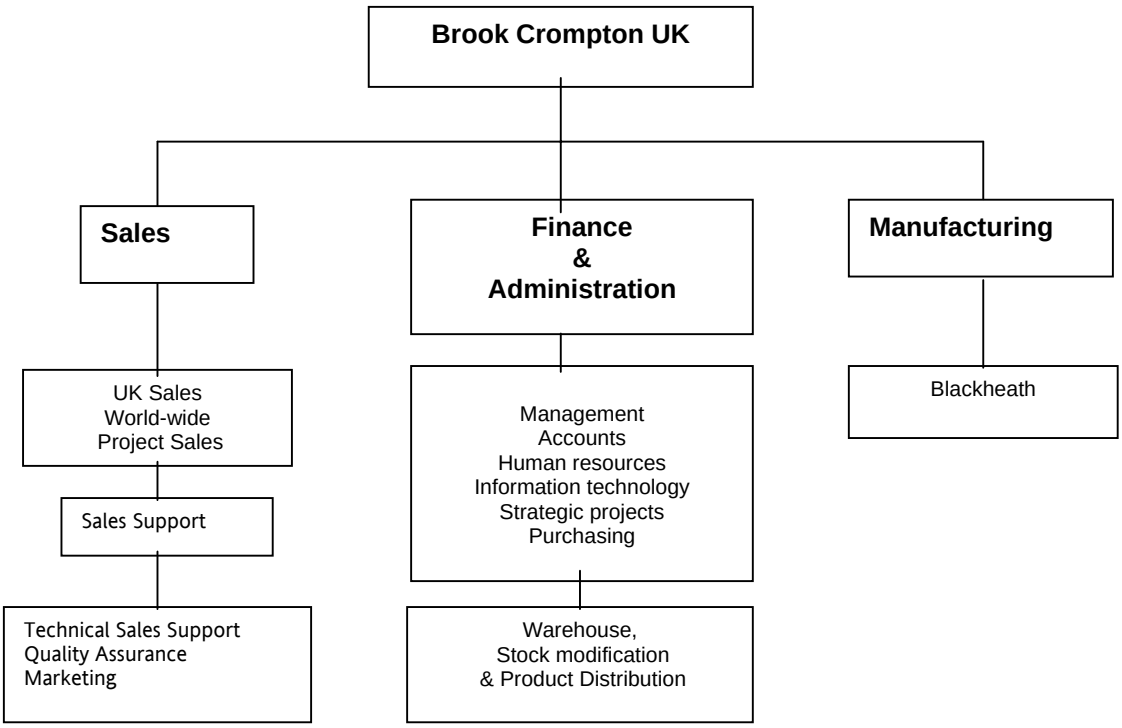
2. BROOK CROMPTON UK

2.1 Organisation and Responsibilities

a) Introduction & Scope

Brook Crompton UK is a Manufacturing, Sales & Distribution company within the Brook Crompton / Western Electric group. Its commercial activities serve markets in the UK, Africa, and Middle East in both sales & after sales support. Major global projects are also managed through the integrated activities of project sales department. The groups manufacturing facilities service global markets through the Brook Crompton / Western Electric sales company network.

b) Organisation



c) Responsibilities (include): -

(i) Design, Sales, Manufacture of special products (Blackheath), Distribution, Stock management, Logistics, Stock modifications, after sales service & Customer accounts management.

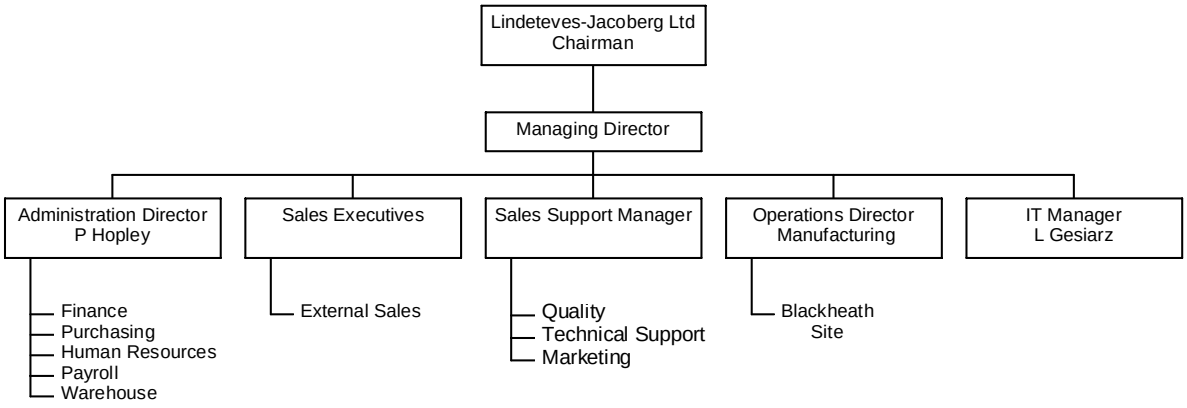
(ii) Also through the project sales office, the overall management of dedicated project orders covering all aspects of the project from receipt of original tender through project negotiation, order processing, overseeing of manufacture & after sales support.

2.2 Management team

a) Introduction & Scope.

The Brook Crompton senior management team is responsible for all management activities conducted within BC UK. Its role is to provide business direction, management expertise, leadership & financial control & direction thus facilitating successful development of the business to benefit all stakeholders.

b) Organisation



c) Responsibilities (include): -

i. Business strategy, marketing & planning.
ii. Budgetary & financial management.
iii. Develop & communicate Policy & business objectives.
iv. Define & delegate responsibilities & accountability to business unit management level.
v. Create environment that promotes efficient & cost effective working.Promoting the importance of meeting Customer & Quality requirements.
vi. Champion & resource customer satisfaction & business improvement initiatives.
vii. Management reviews.
viii. Business development including acquisition & disposal etc.

ix. Group direction & leadership in Technical, Quality Assurance, Human Resource, Information Technology & Manufacturing.

2.3. Business development

a) Introduction & Scope.

Business development is a component of BC UK. Its role is to identify, plan & maximise business improvement & development opportunities.

b) Organisation

This function is covered by the UK Managing Director (UK region) in liaison with the LJ chairman and the Managing Directors of the other world regions (Europe, North America and Australasia). They are supported internationally by the other regions marketing activity plus in the UK by marketing, sales and engineering colleagues as required.

c) Responsibilities (include): -

i. Market development and strategic issues.
ii. To identify, evaluate and plan the acquisition of new businesses, which enhance LJ and Brook Crompton profitability and/or access to new products/ markets.
iii. To carry out competitor studies, researching potential partnership opportunities to enhance LJ & Brook Crompton profitability and/ or access to new products/ markets.
iv. To evaluate and implement strategies to improve the existing businesses, in co-operation with and in support of the Sales Companies in each region.

As part of the Group management team, to contribute to and accept joint responsibility for its whole efficiency and effectiveness.

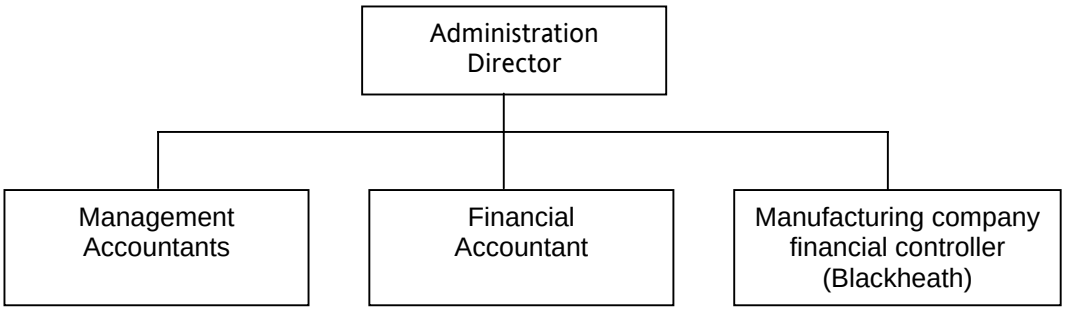
3. FINANCE AND ADMINISTRATION

3.1 Finance & Credit control.

a) Introduction & Scope.

Finance & Credit control is a component of BC UK. Its role is to manage & oversee the UK Company accounts, cost controls, cash flow & payroll plus the co-ordination of all financial functions between individual selling & manufacturing companies.

b) Organisation



c) Responsibilities (include): -

Administration Director:

i. Assigned Lindeteves Jacoberg Ltd. (LJL) head-office ad-hoc tasks (e.g. cash reporting);
ii. Communicate with Auditors, Banks, etc.;
iii. Overall management of BML in conjunction with the other management team members;
iv. Restructuring cost control (together with the group MD);
v. Oversee payroll (indirect departmental responsibility);
vi. Financial accountant
vii. Credit Control management (oversee and co-ordinate);
viii. Company Secretary;
ix. Manage Credit Notes, Legal issues, Claims, etc.;
x. Insurance management (monthly NCM);
xi. AR account co-ordinator (large customers);
xii. Banking/Financing reporting to third parties;

Financial Accountant:

i. Overall management of the accounts department Brook Motors Ltd. (BML) and management/co-ordination between the other manufacturing/selling companies;
ii. Sales vs. COS BML analysis;
iii. Expense analysis BML;
iv. Head-office cost Profit & Loss (plus quarterly recharges);
v. Restructuring expense/documentation monitoring;
vi. Management overall BML accounts plus consolidation (monthly);
vii. Accounting procedures follow-up/drafting;
viii. BML financial ratios reporting (group management) e.g. headcount;

Management Accountants:

i. Trial balance maintenance (on behalf of sites and HQ expenses);
ii. (Monthly and quarterly schedules)
iii. Payroll accounting (head-count cost transferred to the respective sites);
iv. JBA maintenance (inventory movements & AFI & financial period closures);
v. Reconcile recharge accounts and suspense accounts;
vi. AP/AR general ledger reconciliation;
vii. VAT declarations;
viii. Cashbook and Bankbook reconciliation's (support);
ix. Prepare/support accounts in making the monthly and quarterly reporting;
x. Support BML sales team in financial inquiries related to sales, market, etc.

Manufacturing Company Financial Controller (Blackheath)

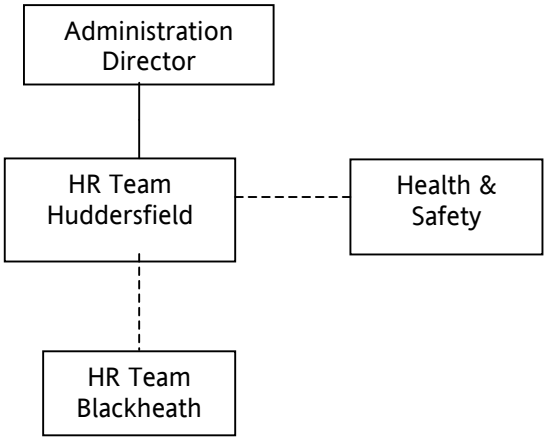
i. Site cost control (jointly with operations Director)
ii. Management accounts preparation (jointly with BC group central office)
iii. Prepare key management (site) information (e.g. stock analysis)
iv. Site budget / cash flow statements preparation
v. Site AP / AR reconciliation, collections etc

3.2 Human Resources

a) Introduction & Scope.

Human Resources is a component of BC UK. Its role is to provide HR direction, policy & support to all company functions.

b) Organisation



b) Responsibilities (include): -

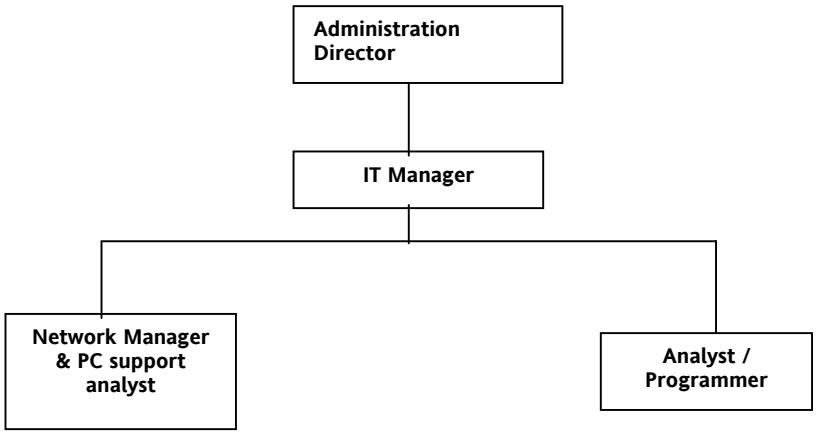
i. Maintenance of BC UK HR records
ii. Advising the senior management team on Human Resource & Personnel policy
iii. Employment contracts
iv. Advisers on employment Law
v. Management reports
vi. Employee relations
vii. Recruitment & Training.
viii. Safety co-ordination
ix. Payroll

3.3 Information Technology

a) Introduction & Scope.

Information Technology is a component of BC UK. Its role is to develop, maintain and support the IT systems and infrastructure across the UK company.

b) Organisation



c) Responsibilities (include): -

- Group IT Manager

i. Work with executives/managers of the company to ensure any IT systems delivers the top level strategy laid down.
ii. Propose and justify future IT solutions
iii. Ensure co-ordination across different sites and systems.
iv. Monitor and Control the IT budget.
v. Ensure Security policy.
vi. Ensure Disaster recovery policy.
vii. Ensure Standards are set and adhered to.
viii. Ensure documentation and auditing where necessary.
ix. Manage projects and priorities.
x. Manage the IT staff.
xi. Liase with Software Suppliers.
xii. Manage IT Contracts.
xiii. Resolve Application problems.

- Network Manager & PC Support Analyst

i. Specifying and purchasing of network and PC hardware, peripherals, and software.
ii. Control and purchase of PC and printer consumables.
iii. Local Area Network planning, installation, and configuration.
iv. Wide Area Network configuration, charges, and monitoring.
v. Internet Connection and Firewall configuration, charges, and monitoring.
vi. Telephone installation and charges.
vii. Video Conferencing installation and charges.
viii. Administration of network accounts, server disk space, network security, and backup.
ix. Administration of email accounts and Lotus Notes servers.
x. Administration of PAL dial up accounts.
xi. Administration of PC Support Help Desk.
xii. PC Software auditing and licensing.
xiii. Hardware inventory.
xiv. Maintenance contracts.
xv. Control and monitor Network security.
xvi. Manage faxing software.
xvii. Installation and configuration of hardware (PC's, Printers, Modems, and other peripherals).
xviii. Installation and configuration of PC software.
xix. Installation and configuration of network connections.
xx. Diagnosis and resolution of PC and AS400 hardware problems.
xxi. Diagnosis and resolution of PC software problems.
xxii. Diagnosis and resolution of Local Area Network problems.
xxiii. Development and maintenance of the Intranet.
xxiv. Administration of SQL server.
xxv. Maintenance of hardware and software database.

- Systems Analyst/Programmers

i. Help Desk support service;
ii. Resolve user problems, procedures and training issues within any of the IT systems
iii. Investigate and correct erroneous situations or provide information to enable other departments the visibility.
iv. Work with the helpdesk from GEAC to resolve system 21 software problems.

Including Technical support service -

v. Develop, implement and support technical software used to resolve particular requirements such as bar-coding, data replication, forms design and network printing etc.
vi. Manage all aspects of the IBM AS400 computer, including performance monitoring and operating system upgrades.
vii. Ensure daily, weekly and monthly computer backups take place

plus Development service -

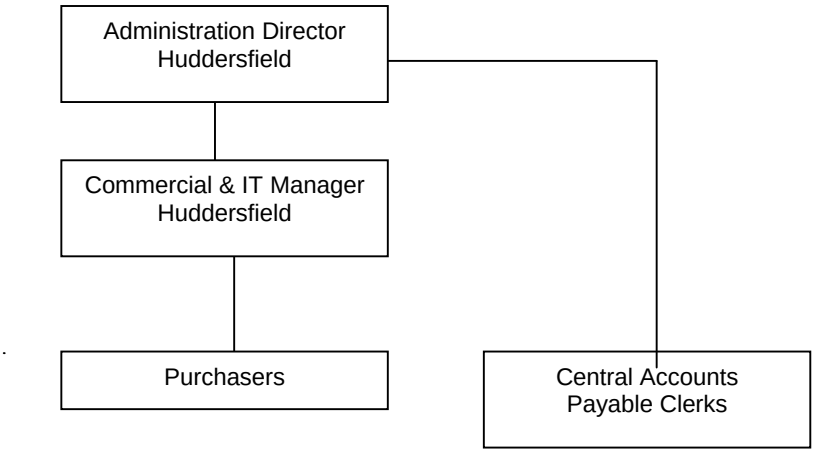
viii. Plan and Implement IT systems changes in response to the changing business requirements.
ix. Enhance standard package software where necessary with bespoke developed systems.
x. Provide information as required, from any aspect of the IT system.
xi. Work with users to improve the quality of procedures and data accuracy.
xii. Work with users to find the most beneficial solution to their requirements and formulate an implementation strategy. Where applicable, provide training and instructions on different parts of the IT systems.

3.4 Purchasing

a) Introduction & Scope.

Purchasing is a component of BC UK. Its role is to negotiate, manage & oversee UK procurement activities.

b) Organisation



c) Responsibilities (include): -

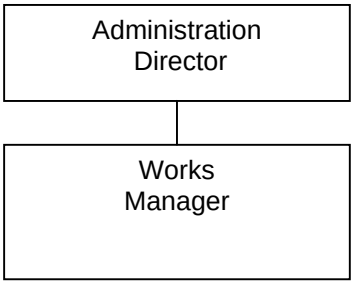
i. Contract negotiation for nominated commodities.
ii. Supplier rationalisation
iii. Management of preferred supplier lists
iv. Supply chain management & support
v. Contract management
vi. The manufacture of ac motors has been transferred to our manufacturing site in Poland. The purchasing responsibility is to cover the externally sourced materials necessary for modifications to stock motors for both safe and hazardous areas, in compliance with the requirements of ISO9001/EN13980/IEC EXOD000. When any major parts are required these are produced in Poland where their ISO 9001 and QAN 5233 certification applies.
vii. The inter-company purchase of components, assemblies or motors.

3.5 Warehouse & Product Distribution

a) Introduction & Scope

Warehouse & Distribution is a component of BC UK. Its role is to receive, store, modify & distribute goods on behalf of BC UK Sales.

b) Organisation



c) **Responsibilities (include): -**

Receiving product from BC manufacturing units & external suppliers.
Storing, packing & shipping motors and spares.
Modification of stock machines
Warranty returns.
Site Services

4. SALES

4.1 Introduction

Sales Support department is the Commercial leg of the Sales & Manufacturing Company, Brook Crompton UK, located in Huddersfield, England.
Its core activities are to manage the sales & after sales support functions for BC UK and the purchase of motors and components from the BC manufacturing sites.

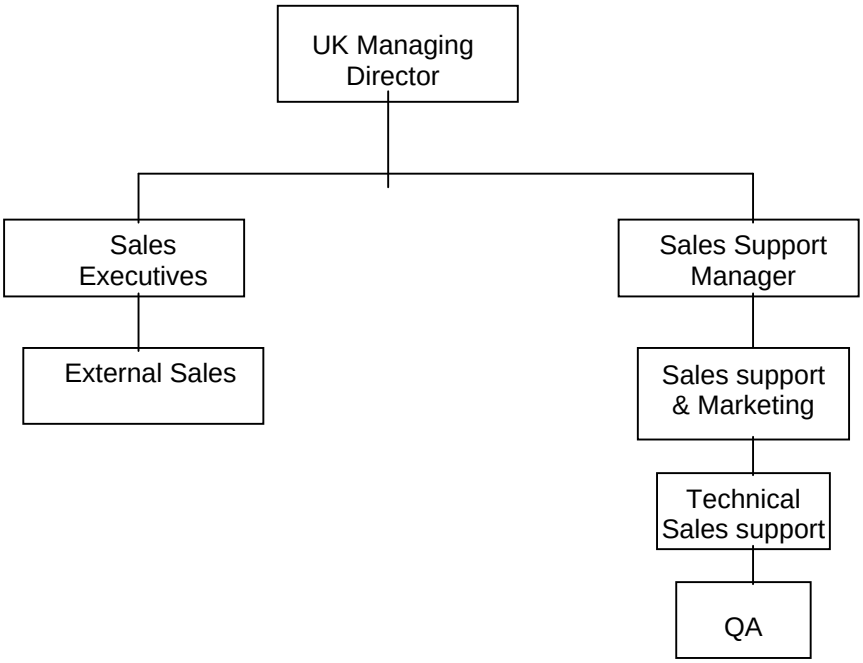
4.2 Organisation & Responsibilities

4.2.1. UK Sales

a) Introduction & Scope

UK Sales department is a component of Brook Crompton UK. Its role is to manage & coordinate all sales activities within the UK & on a global basis with regard to project sales business.

b) Organisation



c) Responsibilities (include): -

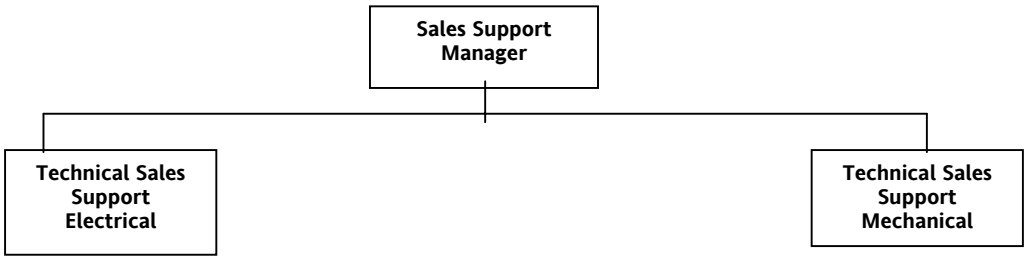
	Sales Support Manager	Sales Executives			
Contract Review	4	4			
Internal / External sales liaison.	4	4			
New customer development.	4	4			
Account management.	4	4			
Internal sales.	4				
Customer enquiries, estimating, order processing etc.	4				
Order routings.	4				
Global Project sales.	4				
Project management.	4				
Co-ordination of Projects documentation	4				
Inventory control.	4				
Commercial administration / telecommunications.	4				
Motor or component purchase from BC inter-company	4	4			
Spares sales	4	4			
Warranty management	4	4			
After sales support	4	4			
Brook Crompton Motor Centre Co-ordination		4			

4.3 Technical Sales Support

a) Introduction & scope.

Technical Sales Support is a component of BC UK.Technical Sales Support team hold the design certification for international certification and recognition of the product designs and associated performance e.g. CSA, UL, Energy verification, Certified product approval through Baseefa covering in Europe ATEX & similarly for North America and Australia.

b) Organisation & Product Responsibility



c) Responsibilities (include): -

Sales Support Manager

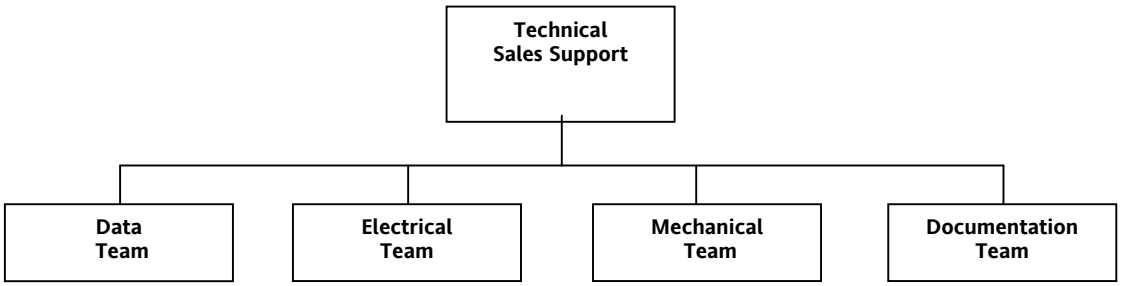
i. Organise engineering resources to meet business requirements effectively.
ii. Responsibility for product safety and compliance.
iii. Monitor and lead projects to achieve cost effective designs to specification, time and quality targets.
iv. Monitor technology developments in motors, drives and materials and recommend appropriate strategic actions.
v. The effective co-ordination of activities with respect to products intended for use in potentially explosive atmospheres
vi. The need to liase with the notified body responsible for the issue of the EC type-examination certificate with respect to any proposed change to the design defined in the EC type-examination certificate and the technical documentation.
vii. The need to liase with the notified body responsible for the assessment of the quality system with respect to intended updating of the quality system.
viii. The authorising of initial approval and changes to related drawings of hazarduous area products, where appropriate.

ix. The authorising of concessions for Hazarduous area products

X. Informing customers of any applicable special conditions for hazarduos area products for safe use and any schedules of limitations.

Technical Sales Support

i. The Engineering team located in Huddersfield undertakes for the AC product range the roles of product development, application engineering to suit customer requirements, responding to technical enquiries, as well as the processing of orders with the generation of the design bill of materials and procedures necessary to make motors.
ii. The historical establishment of an authorised range of motors provides a framework for the authorised range of documents. The product development members prepare and enhance the document library. The application engineering members apply the technology to assist customers. The data management members complete detailed new item tickets for specific customer orders based on the authorised range of motors as the basis by adding variants and deleting the standard features.
iii. In practice families of new item numbers are created for the ranges of new motor types. Only new deviations pass through engineering. For speed of processing orders the simplest are ranked as exhibiting minor deviations capable of completion by the data team, and for those more complex by the electrical and/or mechanical design members. So the engineering structure reflects this workflow.
iv. Some customers require not just motors but support in drawings or technical data or formal copies of product certification. To provide this facility the documentation section interact with the commercial, manufacturing and engineering teams and supply the appropriate documents to the customer.



4.4 Marketing

a) Introduction & Scope.

Marketing is a component of BC UK. Its role is to communicate both internally and externally, the scope and benefits of our business to increase sales and profitability.

b) Organisation

The UK marketing primary activity is UK based in conjunction with the other world regions.

c) Responsibilities (include): -

i. To ensure that all relevant marketing communication material is completed as required by the business; including literature production, press releases/editorial, advertisements, exhibitions, web sites, electronic sales tools, customer newsletters, fulfilment of sales leads generated, marketing intranet and customer newsletters.
ii. To implement the business' list pricing policies; including updating sales manual and price lists as required.
iii. To create press releases which achieve high levels of editorial copy in target trade press.
iv. To give commercial and technical product support to sales teams as required.
v. To produce detailed specifications for development purposes for all motors within range.
vi. To support any product developments and changes as required. In particular ensure that internal personnel are fully aware of changes, developments and progress.
vii. To ensure that market requirements are communicated to relevant personnel as required; including research & analysis by customer sector, geographic region or product, competitor analysis.
viii. To keep detailed competitor information and use this to assist sales staff.
ix. To ensure/provide market data is available to assist in any business decision process as required.

x. To initiate/edit external customer newsletters when required.
xi. To give product/market presentations internally or for customers.
xii. To represent the Company at trade association meetings as required.
Xiii. To support as needed the regions of Australasia, Europe & North America where they will take the primary role of marketing in their region, recognising that the projects sales team in the UK services customers world-wide.

4.5 Quality Assurance

a) Introduction & Scope.

Quality Assurance is a component of BC UK. Its role is one of facilitation & co-ordination of business processes & improvement activities liasing across all functions of the company.

b) Organisation

BC UK Quality Assurance is managed by the Sales Support Manager via the technical departments of the Brook Crompton UK sites. The quality system is distributed into active

members within all departments to meet the total set of quality attributes, by working closely with senior managers. Individuals from within individual parts of the organisation may be asked to work on secondment for specific Quality Assurance roles.

c) Responsibilities (include): -

i. Maintenance of the Quality Management System
ii. Advising the senior management teams on matters of Quality policy & objectives.
iii. Company wide representation on matters of Quality Assurance.
iv. Management reports
v. Overseeing of supply chain co-ordination
vi. Co-ordination of continuous improvement initiatives. Ensuring corrective and preventative actions are applied to cure problems at source.
vii. Co-ordination of Warranty management activities.

5. BROOK CROMPTON UK - MANUFACTURE

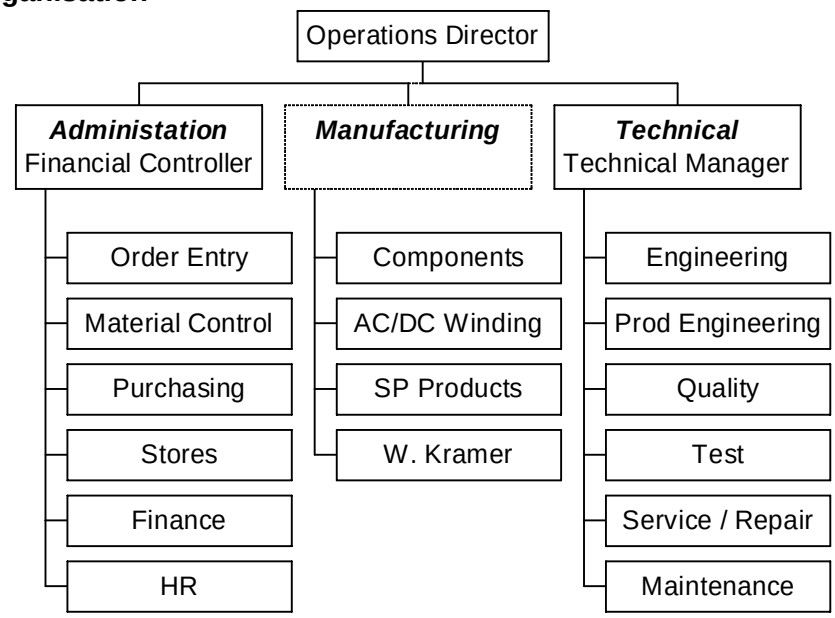
5.1 Blackheath (Birmingham)

a) Introduction & scope.

The Blackheath site manufacture DC machines, Witton Kramer products and a collection of customised special products (including axial air gap motor and water cooled motor products)

Brook Crompton, Blackheath is a manufacturing company within the Brook Crompton UK group. The manufacturing range, DC motors (0.18kw - 15kw), Permanent magnet motors (0.25 - 1.5kw), DC industrial Mk3 (15kw - 650kw), Axial air gap (0.11kw – 2.2kw), AC water cooled motors (1.85kw – 5.5kw), AC & DC electro magnetic drum brakes and Thrustor operated drum & disc brakes. All products are for supply to Brook Crompton / Western Electric sales companies and to direct OEM accounts.

b) Organisation



c) Responsibilities (include): -

Motor manufacture, Order processing, Application engineering, Spares manufacture, Local Human Resources & Purchasing.

d) Reference Quality System Procedures

Control of documents	1.1.3
Control of records	1.1.21

Internal audit	1.1.1
Control of non-conforming product	1.1.22 & 1.1.25
Corrective action	1.1.26
Preventive action	1.1.26