



QUALITY MANUAL

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QUALITY POLICY STATEMENT

The goal of FDTS Ltd (The Company) is to exceed our customers' expectations through the quality of our products and services. This is achieved through our drive for continuous improvement in quality, cost control and delivery timescales.

Our quality policy means that every employee is individually responsible for the quality of their work, resulting in continually improving working practices and products. This policy must be adhered to by each employee in order to achieve and maintain a level of quality which enhances The Company's reputation.

The purpose of our Quality Management System is to eliminate defects and errors and to deliver first-class products.

Our suppliers contribute substantially to the quality of products and services and they must, therefore, adhere to the high-quality standards we require.

Managing Director

PURPOSE

The purpose of this Quality Manual is to formally document instructions and system processes for the Quality Management System, and to inform suppliers of any additional, agreed, quality requirements. The contents of the Quality Manual may not be copied or duplicated in any form or made available to any third party without prior consultation with the Managing Director. The Company reserves the right to deviate from any procedure outlined within this manual subject to approval by the Managing Director.

COMPANY BACKGROUND

FDTs Ltd (The Company) has been trading since 1965, The Company originally being founded by Mr William 'Bill' Davis and his wife, Lottie. Bill was one of the pioneers of safety belts as well as children's seats and harnesses; he secured a number of patents for some of his designs and also worked closely with Kangol and Britax and other seatbelt manufacturers. Bill's career in this field began with Autosafe in the early '60s, where he was responsible for the design, development and manufacturing of early 'in-car' safety restraints.

Today, our work is focused around the following activities, although many of the applications The Company provides cross over a number of categories.

- **Automotive:** The Company manufactures and refurbishes seatbelts for classic and modern road vehicles. The company supplies high visibility seatbelts to local authorities and truck dealerships.
- **Industrial applications:** The Company provides customers with bespoke strap assemblies, for example webbing securing restraints, for the construction industry, road, rail and transit.
- **Aviation applications:** The Company supplies a range of products to support aviation services. Activities include the development of aircraft fuel hose and wheel strap assemblies as well as the manufacture and refurbishment of aircraft safety restraints.
- **Leisure applications:** The Company supplies seatbelts and safety restraints direct to many theme parks and supplies builders of theme rides with bespoke safety straps. The Company also supplies assemblies for boat racking systems for transporting rowing boats and works regularly with the film, theatre and TV industry, supplying products for many epic productions.

QUALITY MANAGEMENT SYSTEM

General requirements

The Company's Quality Management System documentation comprises three elements:

1 Quality Manual

This document details the corporate quality policy and structure of The Company and references appropriate Operating Procedures.

2 Operating Procedures

These documents describe the actual processes and controls that are applied to all activities concerned with the attainment of a quality assured procedure.

3 Controlled Documentation

This documentation consists of specific work instructions, manufacturing data, reference documents, technical drawings, etc.

The overall function of the Quality Management System is to establish documented criteria by which all activities affecting quality within The Company are planned, carried out and maintained.

The Quality Management System provides a framework for continuous improvement, thus enhancing customer satisfaction.

Quality planning

As The Company provides a range of products, the quality of the products is achieved by operation in accordance with the documented quality system. In addition, specific customer requirements are identified, documented and communicated during the contract/order review process, thus enabling these requirements to be achieved to meet customer requirements.

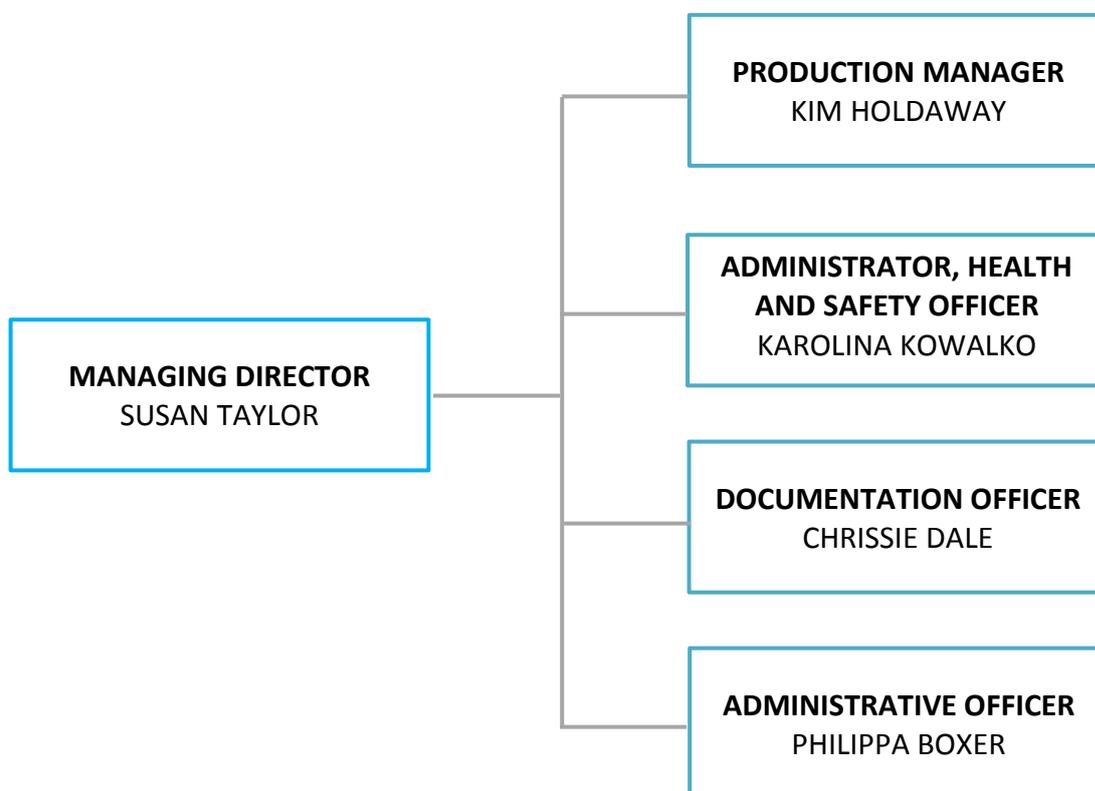
Standards/legislation

Where a product or service is required to comply with national or international standards, legislation, customer specific or defence requirements, controlled copies of the relevant documents will be retained. During the contract/order review stage, consideration will be given to any special regulatory requirements.

Control of records and documents

All drawings, specifications and quality documents used within the scope of the Quality Management System are subject to issue control and authorisation. There will be no deterioration of quality records and any customer and regulatory requirements will be met prior to destroying records. Permission for records to be destroyed must be gained from the Managing Director. All records shall be retained for ten years unless otherwise specified by contract or regulation. Customers with signed contractual agreements will be notified prior to the destruction of any records. Customers' personal data will be held/processed by The Company according to the terms of the Data Protection Act 2018.

COMPANY ORGANISATION



Staff responsibilities

STAFF	RESPONSIBILITIES
MANAGING DIRECTOR	Order processing, purchasing, design, management review, sales, supplier selection, contract management and control, training, quotations
PRODUCTION MANAGER	Planning and implementation of production activities, equipment maintenance, packaging and despatch
ADMINISTRATOR/HEALTH AND SAFETY/STOCK OFFICER	Internal audit, H & S, technical drawings, control of equipment and stock, database administration
DOCUMENTATION OFFICER	Preservation and control of documents
ADMINISTRATIVE OFFICER	Preparing accounts and financial reports, preparation and control of company documents

Quality objectives

The Company ensures that quality objectives are communicated to all employees on a regular basis.

Internal communication

The Company ensures that the performance and effectiveness of the Quality Management System is shared in the following ways:

- Electronically
- Through regular company meetings.

Management review

Management review of the suitability and effectiveness of the Quality Management System takes place annually (December). The objectives of the review are:

- To establish that the Quality Management System is achieving the expected results and meeting The Company's requirements, as well as satisfying customers' needs and expectations
- To identify irregularities, defects and weaknesses in the system and evaluate possible improvements

c) To review the effectiveness of previous corrective actions, and to review the adequacy and suitability of the Quality Management System for current and future operations of The Company

d) To review any complaints received, identify the cause and recommend corrective action if required

e) To review the findings of audits and identify any areas of recurring problems and potential improvements.

PROVISION OF RESOURCES

The Company will ensure that sufficient physical resources and personnel are available to undertake required management, production, inspection, test and auditing activities. All employees involved in management, production and verification activities that have an influence on the quality of product or service provided for the customer shall demonstrate or be trained to an appropriate level of competence as required by the task. All employees will receive induction training, which incorporates an explanation of the following:

- The Company's Quality Policy Statement
- The Company's health and safety and environmental policies.

Where new procedures are introduced, or significant changes are made to an existing procedure, consideration must be given to:

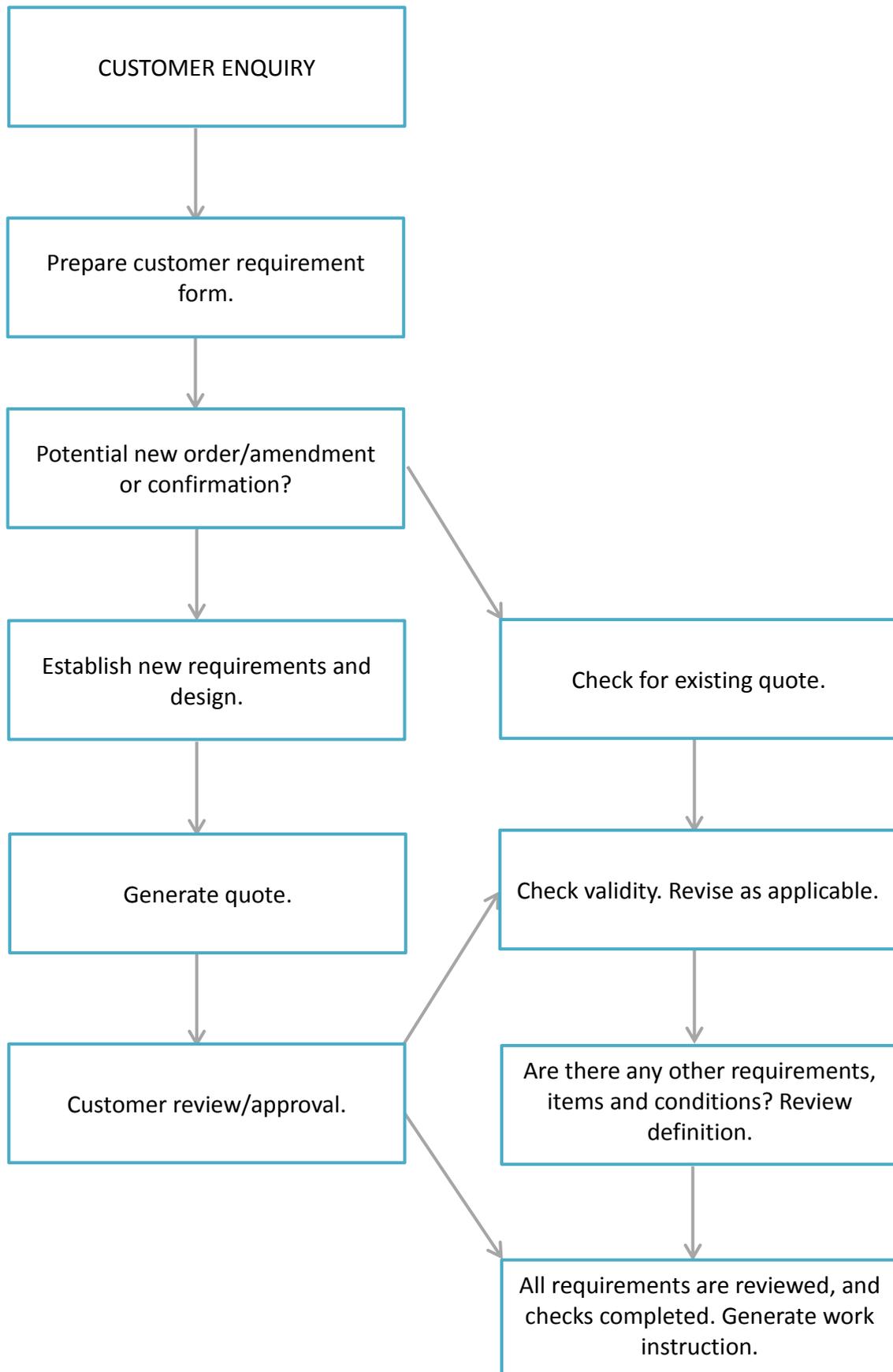
- workspace
- associated facilities for the workspace
- equipment required
- services for support.

PLANNING OF PRODUCT REALISATION

Customer communication

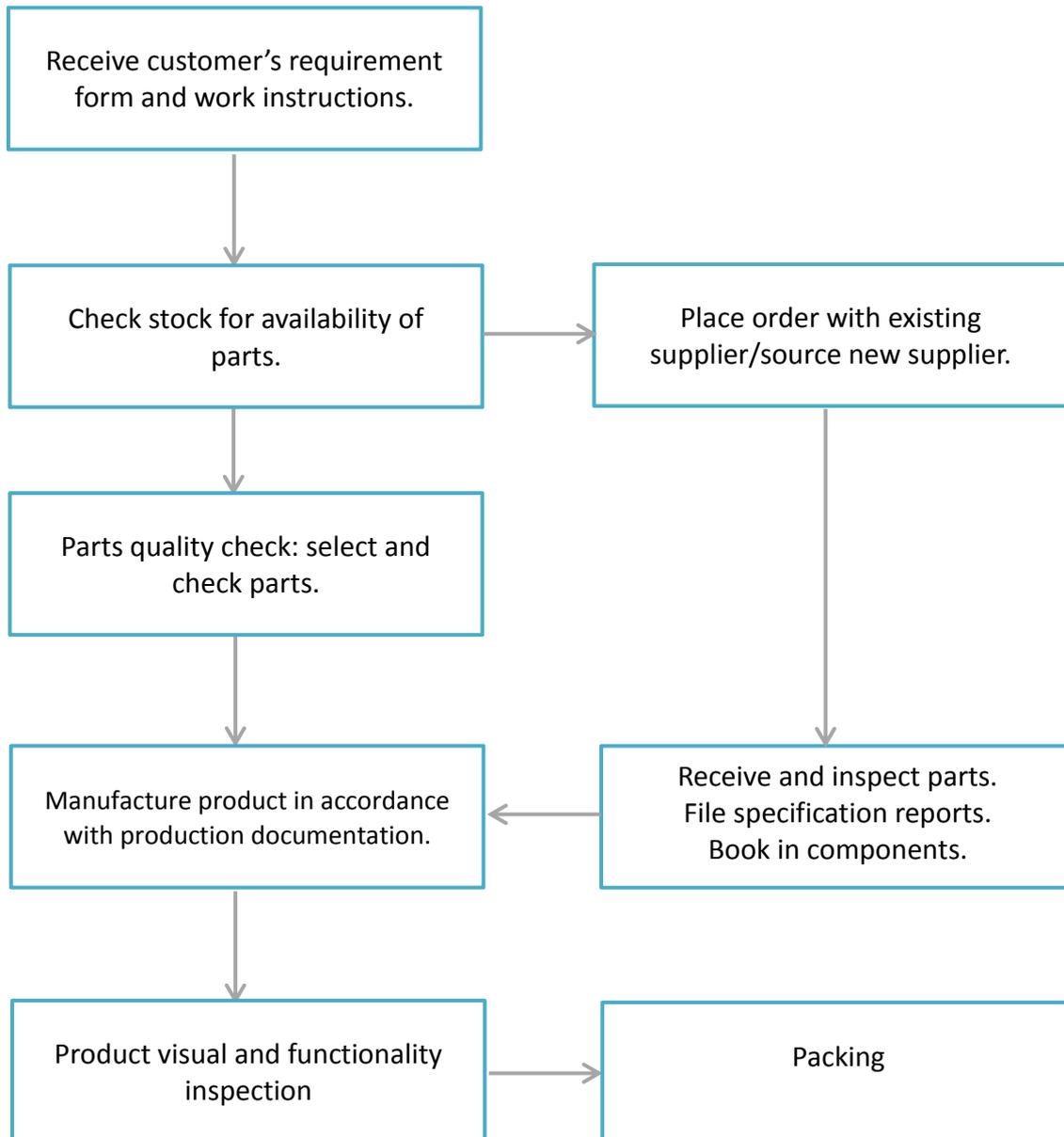
Planning of product realisation is achieved through the review of the customer requirements in conjunction with existing firm orders. For scheduling purposes, all new work is reviewed via the contract/order review process.

Contract/order review and processing

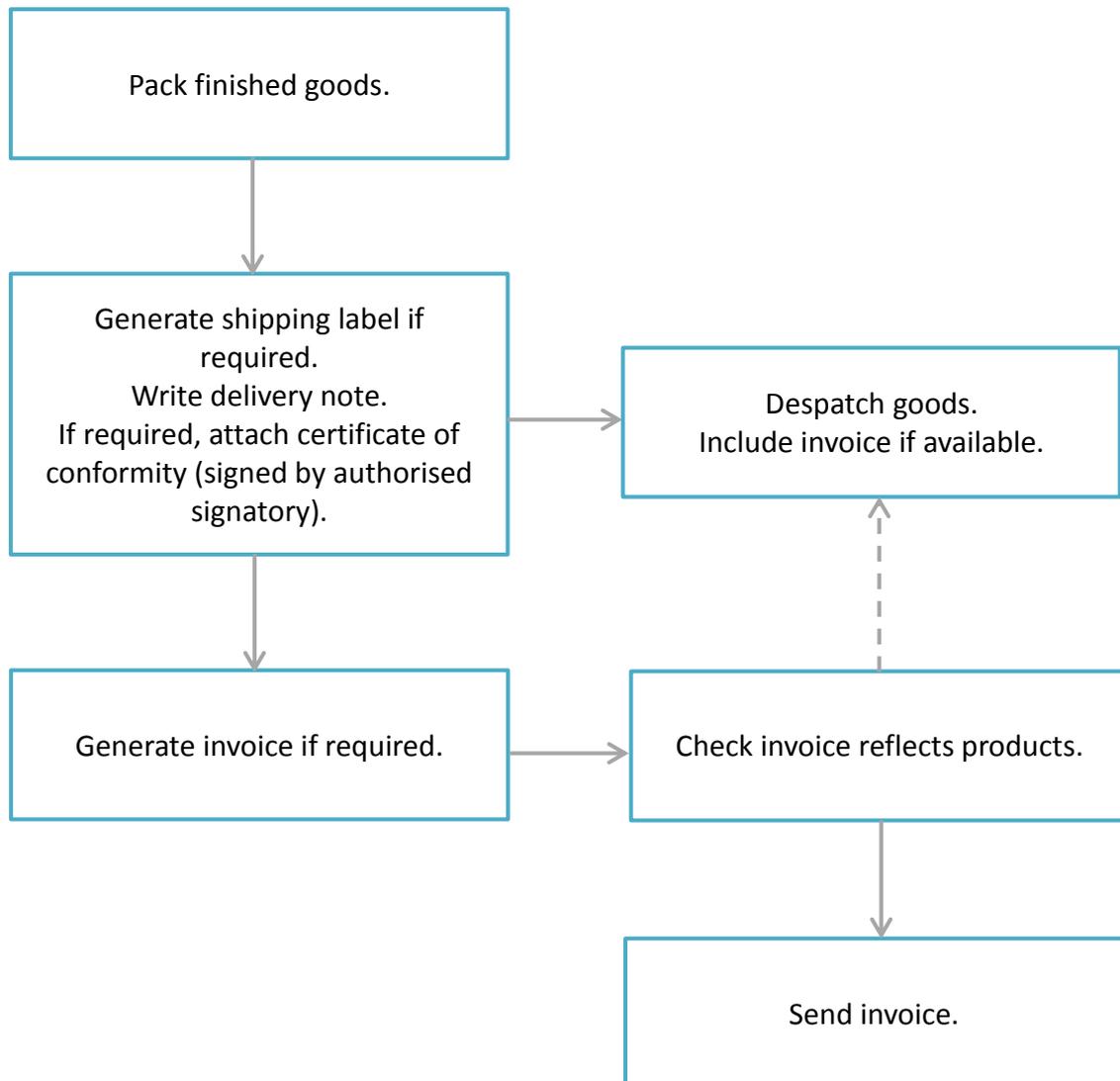


PRODUCT REALISATION

To ensure products comply with the defined quality requirements, the product realisation process is summarised below.

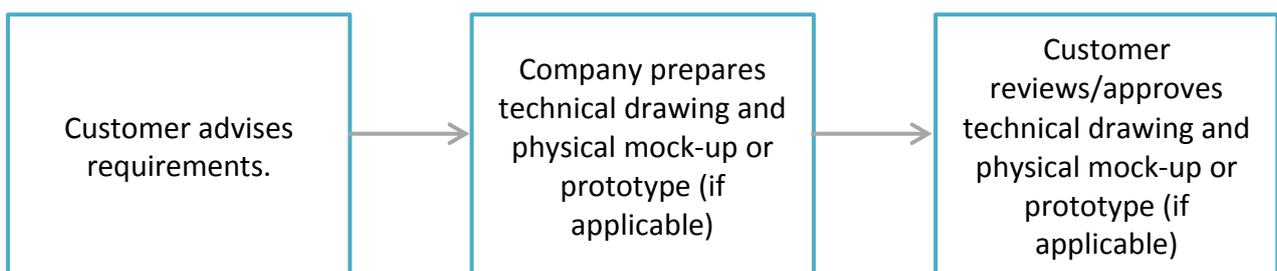


Packaging and despatch



Design

Where requirements are outside the scope of our standard products, they will be subjected to our design process. All new designs must be approved prior to release to production.



Purchasing

Suppliers will be selected on the basis of cost, delivery, technical competence and ability to meet and maintain quality requirements in accordance with criteria which are defined by both commercial and quality assurance organisations (including regulatory authorities where applicable).

When a new supplier is considered for the purchase of goods, materials or a service, they will be fully evaluated to assess suitability.

Existing suppliers will be evaluated on an ongoing basis, to ensure standards as a minimum are maintained.

CONTROL OF PRODUCT AND SERVICE PROVISION

Manufacturing, inspection and verification processes are checked thoroughly to ensure the quality of products and services.

These processes are documented through drawings, specifications, and process and manufacturing instructions. Samples may also be produced if considered appropriate by The Company or requested by the customer.

Inspection is conducted at specific points during the manufacturing process.

Control of production equipment

Production equipment, tools and software programmes are maintained and inspected periodically.

Identification and traceability

Appropriate records are maintained for the identification of the manufactured product.

Customer property

All customer property shall be identified, verified and stored in a way that will not cause any deterioration or compromise its intended use.

PRESERVATION OF PRODUCT

The movement, protection and identification of materials are the responsibility of The Company.

At regular intervals, stock is assessed for accuracy and also for deterioration when appropriate stock rotation shall apply.

All goods despatched by The Company are suitably packed to withstand all expected commercial handling conditions in transit.

Where there is a contractual packaging requirement, this will be met during the order/contract review.

Control of monitoring and measuring devices

All equipment that is used for testing and measurement is periodically checked for accuracy.

MONITORING AND MEASURING OF PRODUCT

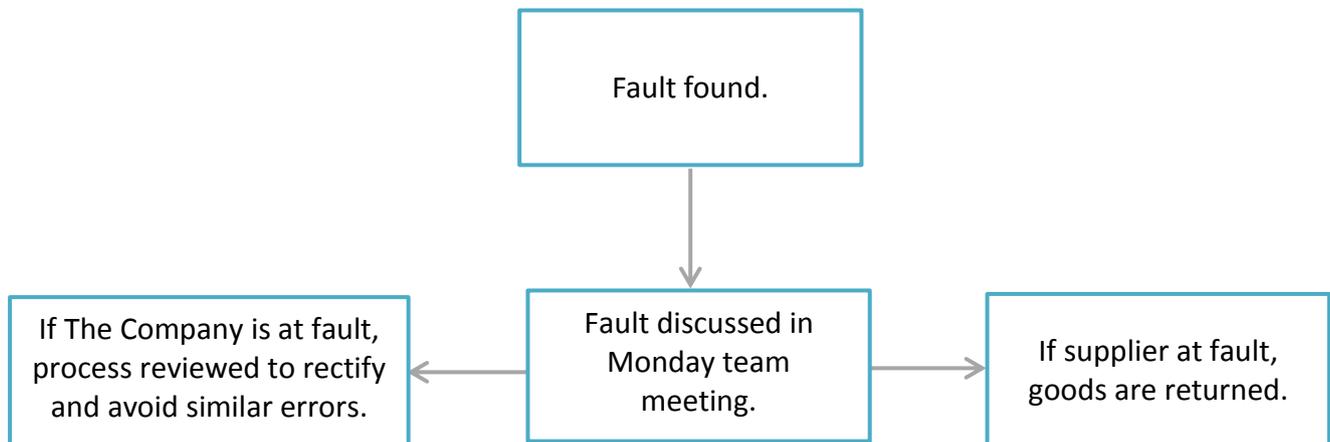
Internal quality audits

All products are clearly labelled and those backed by certificates of conformance and approvals are clearly identified. Every stock item is checked and if below standard, is automatically returned to the supplier.

Continual improvement

The management team is committed to the activity of continuous improvement. This is achieved through audit results, corrective/preventative actions, analysis of data etc to improve current processes.

In the unlikely event that a fault is found in a product or service, the following actions will be taken.



Corrective action

Requests for corrective action can be in the form of:

- Supplier quality corrective action request
- FDTS reject label
- Staff corrective action request.

These may be submitted to the originator or supplier so that the cause can be identified, and the appropriate corrective action initiated. The Company ensures that the request is addressed promptly.

In the unlikely event that a customer receives faulty goods, The Company will automatically correct the fault and return the goods to the customer.

Routine inspections are carried out to review the status of corrective action.

Preventative action

Non-conformances are reviewed to determine the preventative actions needed and where preventative action is required, this will be implemented to prevent recurrence.