





COMPLIANCE WITH GOODS REGULATIONS - NEW PRODUCTS POLICY

Policy Owner – Compliance Manager

Document History

Issue	Date	Amendment Comment
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Document Authorisation

Description	Name	Sign
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Definition (General Requirements)

“The Company” shall include J&E Hall Limited, J&E Hall Limited t/a J & E Hall International, Daikin Applied Service and Coulstock and Place Engineering Co.

1. Introduction

All the economic operators (manufacturers or their authorised representatives, importers, distributors, warehouses or fulfilment centres) are responsible for making sure that the products they place on the market are safe for consumers to use. There are legal requirements which must be fulfilled at each step of the process of bringing a product to market (e.g. at planning, manufacturing, importing, exporting, distribution and final sale stage).

For the purpose of this policy placing on the market includes the process of putting into service if this is applicable.

2. Policy Statement

It is the Company’s policy that all new products must comply with the legal requirements that are in place at the time of the products being placed on the market.

The Company will have an active role in ensuring that only compliant products are placed on the market even if the products are not sold under the J&E Hall Limited name or one of its trademarks.

The Company requires all staff to comply with this Policy and associated documentation to ensure compliance with all goods regulations and with the Company’s good practices.

3. Policy Objectives

In accordance with the Policy Statement the Company will fulfil the following Policy Objectives:

- All risks associated with new products placed on the market are eliminated or minimized.
- All required conformity assessment procedures are carried out. This involves, for instance, generating and keeping records of technical documentation covering product design, manufacturing, testing and 3rd party certification (where required).
- All required markings are either affixed to the product or are present on accompanying documentation (where permitted).
- All mandatory or voluntary documents required for placing on the market are made available as required. These documents include Declarations of Conformity and Declaration of Incorporation amongst others.
- All procedures for corrective actions, withdrawals, recalls and reporting safety incidents are followed.
- Appropriate product liability insurance is in place.

4. Application

This Policy applies to all newly manufactured products (e.g. equipment, apparatus, devices, assemblies, units, fittings, accessories, systems or partly completed machinery) which are intended to be placed on the market.

It applies to all form of supply, regardless of the selling technique as long as the product is sold under the J&E Hall Limited name or one of its trademarks (even if J&E Hall Limited is not the original manufacturer).

5. Organisation and Management

The responsibilities and organisational arrangements for this Compliance with Goods Regulations - New Products Policy lie with all personnel within the Company.

5.1. Managing Director

The Managing Director is ultimately responsible for all aspects of Compliance with Goods Regulations. The Managing Director has overall approval rights in all matters. This requires the Managing Director to:

- Ensure the Company has a Compliance with Goods Regulations - New Products Policy that meets statutory obligations.
- Ensure that such Policy demonstrates their personal commitment by signing the Policy.
- Review such Policy to ensure that it remains comprehensive and relevant.

5.2. Technical Director

The Technical Director has overall approval rights in all matters regarding Compliance with Goods Regulations.

5.3. Compliance Manager

The Compliance Manager is accountable to the Technical Director for the performance of the Company in regards to the Compliance with Goods Regulations - New Products Policy. In particular this will require the Compliance Manager to:

- Advise the Managing Director and Technical Director so that the Company has a comprehensive, up-to-date Compliance with Goods Regulations - New Products Policy that meets statutory obligations.
- Review the Policy to ensure that it remain comprehensive, relevant and up-to-date.
- Maintain records of employee's training in matters regarding Compliance with Goods Regulations.

5.4. Employees

All Company employees are accountable through the management structure for conforming to the requirements of this Policy and statutory requirements. All employees are required to:

- Be familiar with the Policy, demonstrate their commitment to it and promote a pro-active approach to compliance with the applicable regulations.
- Consider at every stage of bringing a product to the market the possible impact that the current legislation, approved codes of practice and other product specific constraints have.
- Ensure that goods regulations relevant documentation is published, maintained, complied with and distributed to all relevant parties.
- Ensure that the personnel under their control are competent and provided with adequate support, supervision, information, instruction and training to execute their work without risks to the compliance of goods with applicable legislation.

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