



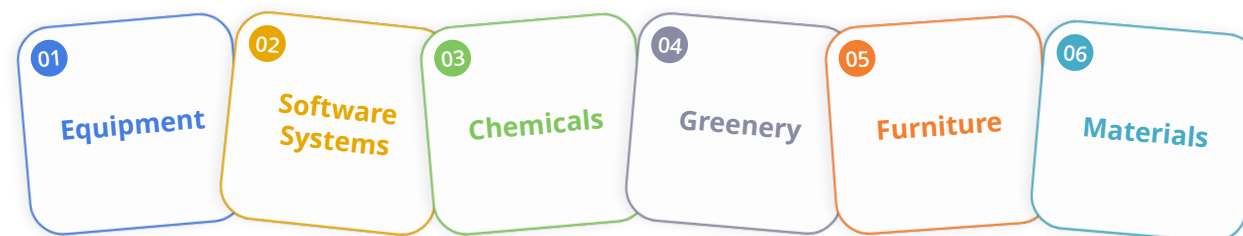
AAA Satellites & Aerials Limited

Building Products Compliance Procedure

When buying or specifying products or systems for our projects and works, we will document and categorise each product or system type. This is to ensure that everyone is aware of what is required or will be used on the project.

We favour materials with low embodied carbon and encourage suppliers to provide an Environmental Product Declaration in line with our EMS. We prioritise materials and suppliers that can demonstrate compliance with recognised third-party responsible sourcing schemes. For Building Materials we ensure that third party verification has been achieved wherever possible.

Jack Miles keeps track of these recordings with assistance from the senior leadership team and ensures they are kept up to date. Some examples of the products or systems categories are:



Within these groups, there are product specifications we require. All our products are purchased from well established companies who can provide the relevant documents to ensure all products reach the required standards. All products are checked on receipt.

- For electrical products, including our computers and printers, we ensure that these have the UKCA, UK(NI) or CE Mark
- For paper products, including printer paper and paper used for marketing suppliers, we ensure these are
- sourced from environmentally friendly suppliers, who source materials from FSC certified forests
- For plastic products, we ensure that all products are recyclable
- When we need a new software, we use companies that are ISO 27001 certified to ensure high standards of security

Any product, equipment or system we use are done so by a competent member of the team, or by a competent individual or organisation when installation/reviewing is not completed by our company. Before a member of the team is authorised to start using our equipment, they receive information, instruction and training. This is part of our

induction and onboarding process.

We document this training and subsequent refresher training through our company training matrix, ensuring everyones CPD is tracked.

For equipment that is installed by an external individual or company, we ensure that they have the required competencies to fulfil the task. For example, our electrical products are PAT tested every year. The person or company that completes this must show evidence of competency via valid certification or recent training. We will do this by way of a pre-qualification questionnaire, allowing us to assess their competence effectively.

Approved by: Jack Miles

Job Role: Managing Director

Signed: *Jack Miles*

Date: