

ALSTOM TRANSPORT UK & IRELAND SUPPLIER AUDIT REPORT

Supplier Audited: Test PRO Ltd

Location: 25 St. John's Road, Stafford ST17 9AP

Date: 10 May 2010

Audit Title: Safety Critical

Audit Purpose and Scope: To establish whether Test PRO Ltd were suitable for the provision of Safety Critical Services

Audit leader:
Tony Durnford

Audited entity representative inc. title/role:
Neil Spibey, Director

TestPRO Limited is located in Stafford, Staffordshire, and provides a Test and Mechanical Design Analysis service to the Engineering Sector throughout the UK and Europe.

The company was established by the directors of the company, Neil Spibey and Tim Buss, in early 2005, following 30 plus years Test and Engineering experience gained from GEC / Alstom / Areva. The company is therefore able to offer proven technical ability, in-depth knowledge of the Engineering/Rail Sectors and a varied project history involving testing and mechanical design analysis work.

TestPRO offers a complete troubleshooting and design service where we understand the urgency of rectifying vehicle or component failures and can provide a very rapid response to our customers.

We are a well equipped company offering a competitive package with great flexibility.

Our technologies include

Preparation of test specification and associated documentation

Applying instrumentation to customers vehicles or components

Static or dynamic test measurements in the depot or laboratory

Analysis of test data and fatigue life prediction

Design and procurement of test fixtures

Failure mode analysis

Technical reporting and presentation

Prototype evaluation

TestPRO maintains an extensive range of test and measuring equipment, including High Speed Data Logging and analysis software. The company holds an ISO 9001:200 certificate number 2007/475 with a scope of "Test & Analyse Mechanical Structures/Design".

The Directors of the company are responsible for the calibration, control and maintenance of all inspection, measuring and test equipment, infrastructure and key equipment used in the company's activities.

The Management Representative maintains a Calibration File containing records of calibration for measuring equipment.

The file includes a Calibration Register/Plan – Appendix 16, to list equipment and to readily identify the planned month of calibration.

Measuring equipment is calibrated at suitable intervals dependent upon relevant factors including: working environment, frequency of use, risk, regulations and previous results. Measuring equipment not maintained in calibration shall be identified 'NOT CALIBRATED' or 'INDICATION ONLY'. Calibration records demonstrate traceability to National Standards and externally conducted calibrations are verified by a certificate of calibration.

The Management Representative has responsibility for the withdrawal of equipment due for calibration, and arrangement of calibration required.

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Following calibration, the latest calibration certificate is included in the calibration file, and the Calibration Register/Plan updated. Internally conducted calibrations are verified by completion of a Calibration Certificate.

Each item of measuring equipment requiring calibration is identified with a unique reference/number so that Calibration status is identifiable from the calibration file and/or from labelling on the equipment.

Equipment is not permitted to be used after the due calibration date. If equipment were to be inadvertently used and is subsequently found to be out of calibration, the validity of inspection would be assessed by the Directors and details/action recorded in the calibration file. The Directors would determine the impact on any current/previous project due to the previous use of such measuring equipment, and arrange necessary re-calibration/test of the equipment, depending upon the level of risk involved.

The Management Representative defines key infrastructure on the Infrastructure Requirements Form – Appendix 8 which is reviewed at Management Review Meetings.

The Directors are responsible for arranging required maintenance/service for key company equipment to ensure it remains safe and complies with any relevant legislation. Records are maintained to verify that required maintenance has been conducted.

Procedure OP10 refers.

The company operates a procedure for the recruitment of new staff and the ongoing training of existing staff.

An induction form in appendix 4 and a training record in appendix 5 are completed for each new starter who receives any additional training identified together with training in the requirements of ISO 9001:2008, company procedures and Toolbox Talks after which the training record is signed. For existing staff a review of job skills and competency levels is undertaken when setting the following year's objectives, a Competency Analysis in form Appendix 6 is completed and any training needs identified are addressed. The effectiveness of training is evaluated at Management Review Meetings.

Procedures QP-07 and QP-08 refer.

The company does not normally sub-contract test work unless the customer contract scope so requires. In such circumstances the company only uses sub-suppliers that are ISO 17025 certificated or mandated by the customer. The nominated Director maintains and signs an Approved Supplier List. Supplier performance is the responsibility of the Management Representative.

Procedures QP-04 and QP-06 refer

Customer's equipment/premises are required to be treated with care at all times and all damage, including damage occurring during job progress must be reported.

On completion of the job, Engineers are required to ensure that the customer's equipment and premises are returned to a clean condition, paying particular attention to waste material, spills, grease marks etc.

Personnel are required to carry out work in accordance with regulations, good practice and job documentation as specified using the correct parts and material and must report any problems or job detail changes immediately.

Staff are required to report all accidents and damage, whether persons are injured or not and observe safety rules at all times. Any component identified as unsuitable for use e.g. incorrect specification, faulty, damaged, must be identified with suitable labelling/markings and reported.

Procedure OP-05 refers.

On receipt of an order the relevant Director raises a Project File for each job, clearly marked with the Project Number and checks that all Health & Safety arrangements/requirements are in place for the project, determines the Test and Kit requirements and ensures that measuring/test equipment for the project is in a known and in a suitable state of calibration.

Directors ensure that Test/Fixture design requirements are controlled as per procedure OP-04 and that all technical requirements for the project are known and understood. All materials/test kit are placed into transit boxes to ensure safe transportation to the customers site.

Directors and/or Test Engineers are required to communicate with the customer/site/train authorities management to receive specific permission to commence or continue testing and to ensure the project is coordinated to prevent unnecessary delays and comply with requirements. Engineers working "OnTrack" are required to hold current PTS certification.

Test Instrumentation is required to be set up, and tests conducted, in accordance with the Project Specification, Drawings, Requirements and best practice.

Wherever possible, test data is validated on site. The customer/agent is informed when a test has been completed and data Backed-Up as soon as is possible.

Charts and Analysis are produced by using "nSoft" and the relevant director checks that the report carries the unique project reference and that all data/charts/observations are included. The report is signed by the Director who retains an electronic copy.

Procedures OP-01 and OP-03 refer.

Corrective or Preventive actions are recorded onto an Improvement Report – Appendix 7, by relevant management and/or the Management Representative. Initial action taken to resolve the problem is recorded on the Improvement Report and relevant management investigates the problem to identify the root cause action required to prevent recurrence. A suitable follow-up date is entered on the form, to determine whether the action has been effective. If the action has not been effective, management concerned may raise another Improvement Report, and repeat the above until action is deemed effective/suitable.

The Management Representative has responsibility for monthly monitoring of KPI Charts to determine if Corrective or Preventive Action is required.

Procedures QP-04 and QP-05 refer

CONCLUSION It is considered that TestPRO Limited is suitable for the provision of Safety Critical product and services.

ATTENDEES AT CLOSING MEETING

NAME	POSITION/TITLE
Tony Durnford	Supplier Approval Manager and Lead Auditor Alstom Transport UK & Ireland
Neil Spibey	Director Test PRO Ltd

PREPARED BY Tony Durnford