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SOP No. SOP 119

Standard Operating Procedure
Counterfeit Material Policy

Date: 06/02/2024

Revision A

SOP 119 Counterfeit Material Policy

1.0 Introduction

2.0

The purpose of this Counterfeit Material Policy is to establish guidelines and procedures for the prevention, detection, and mitigation of counterfeit materials within RHC Lifting Limited, particularly within its operations in the aerospace and nuclear industries. Counterfeit materials pose significant risks to product safety, reliability, and compliance with industry standards and regulations. Therefore, this policy aims to ensure the integrity and reliability of materials and components used in our products and services.

3.0 Amendments

Table of Amendments			
Date	Description	Revision Number	Name
06/02/2024	Implementation	1	D Courtney

4.0 Aims & Objectives

This policy applies to all employees, contractors, suppliers, and stakeholders involved in the procurement, manufacturing, assembly, and distribution processes within RHC Lifting Limited.

5.0 Responsibilities

- **Directors Responsibilities**

The Directors are responsible for the overall management of the procedure, to ensure continuous improvement in line with ISO 9001:2015

- **Employee’s Responsibility**

The employee’s responsibility is to ensure this policy is understood and the processes set up in support of the supplier approval process is followed

6.0 Procedure

RHC Lifting Limited is committed to preventing the use of counterfeit materials in our products and services. We recognize the importance of maintaining the highest standards of quality, safety, and reliability in the aerospace and nuclear industries. Therefore, we hereby establish the following principles and procedures.

Principles

Zero Tolerance: RHC Lifting Limited maintains a zero-tolerance policy towards counterfeit materials. Any instance of suspected counterfeit material must be reported and investigated promptly

Compliance: We adhere to all applicable laws, regulations, industry standards, and customer requirements related to counterfeit material prevention and detection including but not limited to Trade Marks Act 1994 and Copyright, Designs and Patents Act 1988.

Risk Management: We assess and mitigate the risks associated with counterfeit materials throughout the supply chain, from procurement to product delivery

Supplier Evaluation and Approval: RHC Lifting Limited conducts thorough evaluations of potential suppliers to ensure their ability to provide authentic, traceable, and compliant materials. Approved suppliers must demonstrate adherence to industry standards and counterfeit prevention measures.

Material Authentication: All incoming materials undergo inspection and authentication procedures to verify their authenticity, origin, and compliance with specifications. This includes visual inspection, documentation review, and, where necessary, material testing and certification.

Documentation and Record-Keeping: Accurate documentation and record-keeping are essential for traceability and accountability. We maintain comprehensive records of material transactions, including purchase orders, invoices, certificates of conformance, and inspection reports.

Employee Training and Awareness: RHC Lifting Limited provides regular training and awareness programs to employees involved in procurement, receiving, inspection, and quality control. Employees are educated on counterfeit detection techniques, reporting procedures, and the importance of vigilance.

Incident Reporting and Investigation: Any suspicion or discovery of counterfeit materials must be reported immediately via SOP 109 Non-Conforming Product & SOP 113 Corrective Action Procedure within RHC Lifting Limited. A thorough inquiry, including root cause analysis, corrective actions, and supplier notification will be conducted.

7.0 Non-compliance With The Procedure

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Any supplier found to be in breach of this policy will be excluded from the approved supplier list indefinitely.

8.0 Monitoring & Review

The Directors will be responsible for monitoring the operation of this procedure. The procedure will be reviewed annually to ensure continuous improvement and agreed changes in practice.

Feedback on this procedure can be sent to qhse@rhclifting.com. Please state procedure number and desired feedback. This will then be entered for review during management meetings.