

## Product Compliance and Certification Policy

### BACA Workwear and Safety Ltd

#### 1. Purpose

The purpose of this policy is to ensure that all products supplied by BACA Workwear and Safety Ltd comply with applicable legal, regulatory, and industry standards for safety, quality, and performance. This policy establishes clear guidelines for certification, documentation, and ongoing compliance monitoring.

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#### 2. Scope

This policy applies to:

- All products manufactured, imported, or distributed by BACA Workwear and Safety Ltd.
  - All suppliers, subcontractors, and third-party manufacturers providing goods to BACA.
  - All employees involved in procurement, quality assurance, and product development.
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#### 3. Regulatory Framework

BACA Workwear and Safety Ltd will comply with:

- **UKCA and CE Marking Requirements** for PPE and workwear.
  - **Personal Protective Equipment (PPE) Regulations 2016/425.**
  - **Health and Safety at Work Act 1974.**
  - Relevant **ISO standards** (e.g., ISO 9001 for Quality Management).
  - Any additional industry-specific standards (e.g., EN standards for PPE).
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#### 4. Certification Requirements

- All PPE products must carry valid **UKCA or CE certification** before being offered for sale.

#### Registered Office:

BACA Workwear & Safety Ltd  
Clayfield Close, Moulton Park,  
Northampton, NN3 6QN

**T** 01604 499 400  
**E** sales@bacasafety.co.uk  
**W** www.bacasafety.co.uk

 [www.linkedin.com/company/baca-safety-ltd](https://www.linkedin.com/company/baca-safety-ltd)

Registered in England & Wales Number: 07035020

- Certificates of conformity must be obtained from accredited bodies and stored in the company's compliance database.
  - Products must meet **EN standards** relevant to their category (e.g., EN ISO 20345 for safety footwear).
  - Suppliers must provide **Declaration of Conformity** and test reports for all applicable products.
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## 5. Supplier Compliance

- All suppliers must sign BACA's **Supplier Compliance Agreement** confirming adherence to UK/EU regulations.
  - Regular audits will be conducted to verify supplier certifications and manufacturing processes.
  - Non-compliant suppliers will be subject to corrective actions or termination of partnership.
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## 6. Internal Responsibilities

- **Compliance Manager:** Oversees certification processes and maintains compliance records.
  - **Procurement Team:** Ensures all purchased products meet certification requirements.
  - **Quality Assurance Team:** Conducts random checks and audits on incoming goods.
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## 7. Documentation & Record Keeping

- Maintain a **Compliance Register** for all products, including certificates, test reports, and declarations.
  - Records must be retained for a minimum of **10 years** in line with PPE regulations.
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## 8. Monitoring & Review

- Annual compliance audits will be conducted internally.

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- Policy will be reviewed every **12 months** or upon regulatory changes.

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## 9. Non-Compliance

- Any product found non-compliant will be immediately withdrawn from sale.
- Incident reports will be filed, and corrective actions implemented within **30 days**.

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## 10. Communication

- This policy will be communicated to all employees, suppliers, and relevant stakeholders.
- Training sessions will be provided for staff involved in compliance and certification processes.

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## Approval

**Managing Director:**



Amos Calder

**Date:** 14/01/2026

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