

T D BRIDGER LIMITED

QUALITY MANUAL

BS EN ISO 9001:2008

BRC/IOP GLOBAL STANDARD  
FOR PACKAGING AND PACKAGING MATERIALS ISSUE 4  
FSC STANDARD FOR CHAIN OF CUSTODY CERTIFICATION  
FSC-STD-40-004 (Version2-1) EN

Avenue One  
Letchworth  
Hertfordshire  
SG6 2WP

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APPENDICES

For the purpose of the Company Quality Management System, the definitions given in ISO 9000:2005 apply.

In addition, the following definitions also apply:

**THE COMPANY**

T D Bridger Limited, trading as Bridger Packaging.

**QMS**

The Quality Management System used within the Company, supplemented by hygiene requirements, in order to produce safe and legal products. It has been designed to meet the requirements of ISO 9001, the BRC Standard and the FSC Standard.

**ISO 9001**

The standard fully known as BS EN ISO 9001:2008.

**BRC STANDARD**

The standard fully known as the BRC/IOP Global Standard for Packaging and Packaging Materials 2008 Issue 4.

**FSC STANDARD**

The standard fully known as the FSC Standard for Chain of Custody Certification with a reference of FSC-STD-40-004 (Version 2-1) EN supplemented by FSC-STD-40-004a and FSC-STD-50-001.

**QUALITY DETERMINING**

Quality determining purchases are products or services used by the Company that form part of, or come in direct contact with, finished goods. Consumable items are not included.

**CATEGORY 1**

A level within the BRC Standard that is defined as "Packaging that comes into direct contact with high-risk products". High-risk products are "Those products intended for human consumption or which will come into close contact with the body such as application to the skin or are intended for infants".

**DEPARTMENT MANAGER**

The term Department Manager refers to any or all of the following:

- Sales Director
- Production Manager
- Operations Manager

**AUTHORISED BUYER**

An employee holding one of the following job titles granted permission by a Company Director to purchase Quality Determining goods or services:

- Managing Director
- Production Manager
- Operations Manager
- Quality Control Manager
- Production Controller
- Maintenance Supervisor

**QUALITY CONTROL MANAGER**

An employee who is responsible for the day-to-day running of the QMS and compliance with the FSC Standard. This position is currently assigned to the Operations Manager. He is also the Management Representative for both ISO 9001 and the FSC Standard.

**BRC MANAGER**

An employee who is responsible for the control of the BRC Standard. This position is currently assigned to the Production Manager. His deputy is the Quality Control Manager.

**OPM**

The Company's Operating Procedure Manual.

**SAFETY COMMITTEE**

A committee, chaired by the Production Manager, and consisting of the Operations Manager and every Supervisor provides a forum for consultation between management and employees on all aspects of health, hygiene and safety.

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The logo for Bridger, featuring the word "bridger" in a bold, blue, lowercase sans-serif font.

**It is the Policy and Mission of T D Bridger Limited to:**

- **Maximise customer satisfaction through timely delivery of commercially acceptable product that meets customer requirements at a competitive price.**
- **Continually improve the effectiveness of the Quality Management System.**
- **Produce safe and legal products that comply with applicable legal requirements.**

L D Bridger ACA  
Managing Director

## **GENERAL REQUIREMENTS**

The Company has established, documented, implemented and maintains a QMS designed to conform to ISO9001. This is supplemented by the requirements of both the BRC Standard and the FSC Standards. The Company has determined that Category 1 of the BRC standard is applicable to the Company as it manufactures packaging that comes into direct contact with high-risk products. The Company also considers that all the products that it supplies are split into two products group for the FSC Standard. These product groups are shown in Appendix A. It endeavours to continually improve its effectiveness in accordance with the requirements of all the above standards. Specifically the Company has identified the processes needed for the QMS and their application throughout the Company. Appendix B shows the sequence and interaction of these processes together with the Section numbers within the OPM that are applicable to ensure that both the operation and control of these processes are effective, and that they can be monitored, measured (where applicable) and analysed.

The Company's management is committed to maintaining a hazard and risk management system. This system consists of a multi-disciplinary team backed by external expertise when considered necessary. They are led by a person suitable trained in hazard analysis and risk management techniques. They are responsible for reviewing and identifying critical control points within our system and assessing the following areas: microbiological, foreign objects and chemical (e.g. taint, odour, allergen, component transfer) contamination, legality and defects critical to consumer safety of products manufactured by the Company.

The Company has established, implemented and maintains procedures and work instructions covering all aspects of the FSC Standard, together with personnel responsible for each procedure and their training required. The Company declares that it is not knowingly directly or indirectly involved in the following activities:

- Illegal logging or trade in illegal wood or forest products.
- Violation of traditional and human rights in forestry operations.
- Destruction of high conservation values in forestry operations.
- Significant conversion of forests to plantations or non-forest use.
- Introduction of genetically modified organisms in forestry operations.
- Violation of any of the ILO Core Conventions, as defined in the ILO Declaration on Fundamental Principles and Rights at Work, 1998.

## **DOCUMENTATION REQUIREMENTS**

The documentation exists as three main levels:

- This Quality Manual.
- Operating or Management Procedures that span the full range of quality related activities. Together these comprise the Operating Procedures Manual (OPM).
- The Systems Manual, such as Machine Set-Up Instructions, Maintenance Instructions, Colour Matching Instructions, Packaging Specifications and Test Methods Manual.

The Quality Manual is issued in two forms:

- As a document located on the Company's web site ([www.bridger.co.uk](http://www.bridger.co.uk)) for both existing and potential customers to view.
- As an internal PDF file for the use of the Company's employees.

All documents determined by the Company as necessary for the planning and operation of the QMS are identified and controlled. These documents are reviewed and approved before issue. Procedures exist to ensure that only the latest approved issues are in use, and that pertinent issues of necessary procedures are available where required. In addition, procedures exist for the control of obsolete documents. All these procedures cover printed, typed or computerised documents or data.

All records are legible and in a clear and unambiguous form. They are securely stored, but are readily accessible as and when required. Full details, including the different types of record and their minimum retention times, are contained in documented procedures. Records are kept to demonstrate that:

- Specified requirements have been met for each customer order and delivery, and if there is a non-conformance, the corrective actions taken.
- Company products are traceable both to raw material batches and other quality records, and to the processing conditions under which they were made.
- The QMS has been operated as planned.

## **MANAGEMENT COMMITMENT**

The Managing Director is committed to the development and implementation of the QMS and to continually improve its effectiveness. This is illustrated by the establishment of the Quality Policy, regular communication to employees of the importance of meeting customer requirements, legal requirements and the establishment of quality objectives. The Managing Director also chairs management reviews and ensures that appropriate resources are available.

## **CUSTOMER FOCUS**

The Managing Director is instrumental in ensuring that procedures are in place to ensure that customer's requirements are both determined and met with the aim of enhancing customer satisfaction.

## **QUALITY POLICY**

The Managing Director has defined and documented the Quality Policy & Mission Statement for the Company, which is shown in Section 3. This Quality Manual and other documented procedures and instructions describe how this policy is put into effect. This includes the keeping of records to demonstrate that we have achieved the required policy, that our quality system has been operated as laid down, and that it has been subjected to the required internal audits and review. In addition our QMS provides a framework to establish and review the Company's quality objectives. Adherence to this policy requires a company-wide approach as it covers almost every aspect of our business. This policy must be understood and acted upon by everyone concerned, and it is made known to all members of the company through:

- Permanent display on all main notice boards.
- Company training programmes, including induction training.
- Internal quality audits, the summarised results of which are subject to management review.

## **PLANNING**

The Managing Director has ensured that quality objectives, including those that are needed to meet requirements for product, are established at relevant functions and levels within the Company. These objectives are measurable and consistent with the Quality Policy.

At Management Review meetings quality planning is performed to improve the effectiveness of the QMS and to ensure that any changes made do not affect the integrity of the system.

## **RESPONSIBILITY, AUTHORITY AND COMMUNICATION**

The Managing Director is ultimately responsible for the quality of all products and services supplied by the Company. In consultation with senior management he authorises changes to the Quality Policy, objectives and the QMS. All of the Company's employees are involved in the QMS and can assist the Company in meeting its quality objectives. Specific areas of responsibility are covered within the OPM. Line of authority and interrelation of all personnel are shown on the Organisation Chart (Appendix C).

The Management Representative has full responsibility and authority from the Managing Director to ensure that the requirements of the QMS are established, implemented and maintained. The Management Representative reports on the performance of the system and any need for improvement, as part of the Management Review. It is the responsibility of the Management Representative to promote the awareness of customer requirements throughout the Company. The Management Representative is also responsible for liaison with any external party on matters relating to the QMS. The BRC manager has specific responsibility for the implementation and monitoring of the BRC Standard. The Managing Director communicates the effectiveness of the QMS via senior management and the Management Representative.

## **MANAGEMENT REVIEW**

The QMS is reviewed at least annually by means of a minuted review meeting chaired by the Managing Director. The review assesses the QMS for its continuing suitability, adequacy and effectiveness in satisfying all the requirements of the standards that make up the QMS together the Company's Quality Policy and objectives. Opportunities for improvement to the QMS and the need for any changes are also considered. All senior managers attend the meeting, plus co-opted members as required. In case of special needs the Managing Director may call an extraordinary meeting. The agenda will vary according to circumstances, and is detailed within the OPM. The Management Representative is secretary to, and prepares minutes of, the meeting.

## **PROVISION OF RESOURCES**

The Company has determined and provided resources needed to implement and maintain the QMS and continually improve its effectiveness and to enhance customer satisfaction by meeting customer requirements. The Company seeks to ensure manufacturing equipment is well maintained and operated to agreed procedures and instructions, by trained and conscientious employees, in a suitable environment. Emphasis is placed on ensuring that all resources, whether they are buildings, plant, fixtures or equipment, are procured and maintained to ensure a high level of hygiene, and subsequently minimisation of risk, within the Company. All new installations of equipment will be properly specified prior to purchase and be of suitable design so that it can effectively be cleaned and maintained. It will also be tested and commissioned prior to use in a production environments and a maintenance programme established. Security and access control ensure only appropriate personnel are admitted to sensitive areas of the premises and that contamination risks are minimised. Transport, storage and distribution of raw materials and finished product is undertaken in order to minimise the risk of contamination or malicious intervention.

## **HUMAN RESOURCES**

The Company seeks to develop and maintain a high level of quality and hygiene consciousness within the organisation and to ensure all personnel have the appropriate training and skills for their individual roles within the quality system. Personnel performing work affecting conformity to product requirements are competent on the basis of appropriate education and training together with relevant skill and experience. Each Department Manager, together with the Management Representative, is responsible periodically for identifying training needs in his/her department, and providing for the training of all personnel, who manage, perform or verify work-affecting quality. They are also responsible for ensuring that personnel with the appropriate level of training and skills only carry out specific activities, which affect quality and that those personnel are aware of the relevance and importance of how they contribute to the company's quality objectives. Details of training experience are held in computer files. This programme of identification and training is also reviewed and evaluated, in summary, at the Management Review. In addition, the Management Representative has responsibility and authority to ensure that trained personnel, who are independent of direct responsibility for the work being performed, carry out internal quality audits.

A high level of personal hygiene is expected in order to minimise the risk of product contamination and health conditions likely to adversely effect product safety are monitored and controlled. Suitable protective clothing is worn where deemed appropriate.

All managers within the company shall ensure that any absenteeism is dealt with and that any key staff are covered by suitable replacements.

## **INFRASTRUCTURE**

The Company has determined those resources that are needed to achieve conformity to product requirements, including buildings, workspace and associated utilities, equipment used in product manufacture and supporting services. Computer systems are held in a secure environment, adequately controlled and regularly backed up. Back ups are held in a fireproof location on-site and are also maintained off-site for further protection.

## **WORK ENVIRONMENT**

The Company has taken into account the work environment needed to ensure conformity to product requirements. Procedures are in place to ensure adequate space, layout and process flow in order to prevent any cross-contamination and that the staff facilities are sufficient for the number of personnel. In addition housekeeping, cleaning and waste disposal procedures ensure that the environment is suitable for the production of product that is suitable for direct food contact. A pest control procedure is in place and regularly maintained. Utilities used in the production and storage areas are maintained.

## **PLANNING OF PRODUCT REALIZATION**

The Company has planned and developed the processes needed for product realization, which are consistent with the requirements of other processes of the QMS. Consideration is given to:

- Any existing documented procedures that form an integral part of the quality system.
- The identification and acquisition of any controls, processes, equipment (including monitoring and measuring equipment), fixtures, resources and skills that may be needed to achieve the required quality.
- Ensuring the compatibility of the production process, installation, servicing, inspection and test procedures and the applicable documentation.
- The updating, as necessary, of quality control and testing techniques, including the development of new instrumentation.
- The identification of any measurement requirement involving capability that exceeds the known state of the art, in sufficient time for the needed capability to be developed.
- The identification of suitable verification at appropriate stages in the realisation of product, the clarification of standards acceptability or all features and requirements, including those that contain a subjective element.
- The identification and preparation of quality records.

## **CUSTOMER-RELATED PROCESSES**

The Company seeks to ensure that all customers' requirements are fully understood with regard to all incoming orders, specifications and artwork. The sequence of events, from receipt of an order, through to its acceptance and processing is defined in the OPM. Within these procedures, steps are taken to ensure that:

- The Company determines requirements related to the product for each order received from a customer.
- All requirements are reviewed and defined prior to the Company's commitment to supply product and that these are agreed with the Customer.
- Any new specified requirements differing from those originally on offer are resolved.
- The company has the correct raw materials, trained operators, suitable production and appropriate systems and procedures for the order to be completed. If the required capability to produce the order is not immediately available, action must be taken to acquire it, to re-negotiate or decline the order.
- That legal requirements applicable to the product can be met.
- All orders are acknowledged.
- Records of every review are kept.
- Customer complaints are recorded, together with other feedback.

## **DESIGN AND DEVELOPMENT**

All design and development work performed is at the express request of customers. The sequence of events, from receipt of an enquiry, through to the approval of design work is defined in the OPM. Within these procedures, steps are taken to ensure that:

- The Company determines requirements related to the design and development of product for each order received from a customer.
- Customer supplied artwork is reviewed and any minor amendments required to produce a practical solution are agreed. Unless special arrangements are made proofs are agreed by the customer before any work starts.
- Any new specified requirements differing from those originally on offer are resolved.
- Appropriate records are kept.

## **PURCHASING**

It is Company policy to ensure that only approved suppliers are used to provide Quality Determining raw materials and services. All purchased products, out-work and services should conform to specified requirements. To implement this policy the Company operates an Approved Suppliers List, backed by evidence of quality assurance approval, to ensure that purchase orders are only placed with those suppliers capable of meeting our specified requirements. The Approved Suppliers List is maintained on a computer system and periodically updated from records of supplier performance and supplier complaint procedures. The amount and nature of receiving inspection required for a particular material or service is based on evidence of control exercised at source, proven performance and documented evidence of quality conformance. When a product or service is obtained from a new supplier or a supplier who for other reasons is not on the Approved Suppliers List, sufficient precautions are taken to verify that specified requirements have been met.

Depending on the product or service ordered, purchase documents contain sufficient and relevant data clearly to describe the specified requirements for that particular item. Purchase documents are reviewed and approved for this before their

release. When it is necessary to place an order verbally or by telephone, this is immediately confirmed in writing. The purchase document will then confirm that this is written confirmation of a previous verbal order, and provide adequate reference to this. The purchase document is subject to the same controls for content, review and approval as an original written order. Systems exist that prevent the purchase of non FSC certified product to be used in products supplied with an FSC claim.

All materials and out-work are inspected on receipt to the degree necessary to verify that they conform to specified requirements. That degree is determined by the Quality Control Manager and Authorised Buyer and depends on the nature of the material, its intended use and whether the supplier appears on the Approved Suppliers List. If, in case of special need, tests are required that cannot be carried out in-house, arrangements for outside testing are made. Materials and outwork are only released for urgent production before being cleared under a Positive Recall Procedure. This ensures that the material is clearly marked and that it can be recalled if it is later found to be defective. If the Company, or one of its customers, intends to perform verification at a supplier's premises, we will state the intended verification arrangements and method of product release on a Purchase Order. Goods supplied to the FSC Standard will not be sent for out-work.

### **PRODUCTION AND SERVICE PROVISION**

All operations related to the production planning and manufacture of product are carried out under controlled conditions. Various documents lay down procedures for planning and manufacturing product through the plant, for monitoring of products and processes, for compliance with specifications and standards, for criteria of workmanship and for the degree of inspection and testing required. These include:

- Detailed instructions for the choice of raw materials (including FSC certified product if applicable), and for the manufacture, inspection, testing and packaging of every job. This includes tooling such as printing plates and die formes.
- General procedures for plant operations, which are laid down in OPM section 4.
- More detailed technical and work instructions such as Machine Set-Up and Running Instructions, Colour Matching Instructions, Packaging Specifications and Maintenance Instructions. These documents are held separately from the OPM. Further instructions for maintenance and operator instructions are held in machine manuals for each machine.
- The availability and use of monitoring and measuring equipment as detailed in the Test Methods Manual.

Where results of processes cannot be fully verified by subsequent monitoring or measurement of the product, qualified operators will carry out processes, to ensure contract requirements are met.

Procedures exist to ensure that products are identified and traceable through all stages of production from receipt of incoming materials or outwork, to delivery of finished cartons. Planning and other procedures also ensure that individual jobs have a unique identification. This is traceable back to retained customer orders and artwork, and to individual raw material batches and related test and other data, including printing plates and die formes. Systems are provided to establish and identify the inspection and test status of product from raw materials through to their finished state. This includes procedures for identification and release of conforming items and who has the responsibility and authority for this.

Special arrangements are made for all materials supplied by customers and intended for use in manufacture or incorporation in product supplied to them. This ensures that:

- Their materials are verified or inspected against requirements on receipt.
- Only used in the product(s) for which they were intended.
- The customer is informed of any materials which fail receiving inspection or which are scrapped, damaged or lost at more than reasonable wastage rates.
- All surplus stocks are disposed of as intended.

If supplied product is found not to meet specified requirements at the goods inwards or any later stage, we are still required to produce cartons to the original specified requirements unless a customer concession has first been obtained.

The handling, storage, packaging, preservation and delivery of all products and materials are controlled to agreed procedures to prevent damage, deterioration or loss. As the Company's product is also used in the food and pharmaceutical industries, special hygiene regulations are enforced and monitored. Details are contained within documented procedures.

All practicable steps are taken to identify, avoid, eliminate or minimise the risk of foreign body, chemical or biological hazard contamination.

Samples of products are kept for a minimum of one year, together with their associated production records. This period can be varied on request by customers.

A declaration of conformity is included as Appendix D to this manual

### **CONTROL OF MONITORING AND MEASURING EQUIPMENT**

The Company has determined what monitoring and measuring is needed, and what equipment is required to provide evidence of product conformity to determined requirements. Documented procedures exist to ensure monitoring and measuring equipment is suitable for its intended purposes and are calibrated or verified, or both, to agreed procedures and schedules.

All such equipment is clearly identified and entered into a Monitoring And Measuring Equipment Register. This equipment are regularly checked and calibrated or verified to ensure their continuing effectiveness. Individual records are kept of calibration requirements and procedures. All equipment is selected for their suitability and precision in measuring the particular property under test. Adequate steps are taken to ensure that the handling, preservation and storage of all items is such that the accuracy and fitness for use is maintained, and that these items are safeguarded from adjustments which would invalidate the calibration setting. Master equipment is certified and traceable to National Standards.

## **GENERAL**

The Company has planned and implemented monitoring, measurement, analysis and improvement processes to demonstrate conformity to product requirements, conformity to the QMS and to continually improve the effectiveness of the QMS.

It is the intention of the Company to optimise quality and production costs by emphasising prevention of defects rather than inspection of products. Nevertheless we inspect and check raw materials and services, in-process work, and finished goods, against pre-determined standards and specifications. The Quality Control Manager has identified applicable methods, including any appropriate statistical techniques, and the extent of their use.

## **MONITORING AND MEASUREMENT**

As far as is possible within acceptable practices, the Company monitors information relating to customer perception as to whether the Company has met their requirements in order to measure the performance of the QMS.

Periodic internal audits are performed to ensure that the QMS conforms to planned arrangements, ISO 9001, the BRC Standard and the Company's documented procedures. These audits are carried out to a fixed schedule, which is prepared by the Management Representative and confirmed at the Management Review. The Management Representative appoints internal auditors who are independent of direct responsibility for the work under audit. Training is carried out where necessary. A summary of audit test results is evaluated at the Management Review.

The Company monitors and measures QMS processes. When planned results are not achieved, correction and corrective actions are taken, as appropriate to ensure conformity of the product.

In order to ensure that product requirements are met, the Company inspects and tests the product during the various stages of its travel throughout production. Records are kept which show that such inspection and testing has been performed and who has authorised the release of product. Unless specifically requested by a customer no work is released without authorisation. To the greatest possible extent principles of operator inspection and control are followed, but supplemented by patrol inspections and any required special tests. Details are contained within OPM section 4 and section 5.2 and in the Test Methods Manual. Where necessary instructions drawn up by the Quality Control Manager denote the sampling frequency and plan, and any special tests required. In-process work is only released for the next production stage when:

- It has received positive clearance under all inspection and testing required so far, or
- The stack has been marked for defective material but procedures provide for more detailed inspection and sorting at a later production stage, or
- It is released under a Positive Recall Procedure. Documented procedures state that the Production Manager has the authority for this. At all stages, non-conforming product is identified.

Final inspection includes verification that all earlier inspections and tests required by the quality plan have been completed and cleared, and that the carton batch conforms to specified requirements. This includes confirmation that the necessary records have been kept.

## **CONTROL OF NONCONFORMING PRODUCT**

Product, which does not conform to specified requirements at any stage of production, is identified as such and segregated and controlled to prevent inadvertent further processing or despatch. Procedures are enforced so that nonconforming product is re-worked to meet specified requirements, or accepted, with or without repair, by customer concession, or rejected and scrapped. Any items reworked are re-inspected according to laid down procedures. Procedures state who has responsibility and authority for this, and how records are kept.

## **ANALYSIS OF DATA**

The Company collects and analyses data in order to measure the effectiveness and suitability of its QMS. This data is used to help consider if continual improvement of the effectiveness of the QMS can be made. Data from all sources may be used to provide specific information as to customer satisfaction, conformity to product requirements, characteristics and trends of processes and products including opportunities for preventive action and suppliers.

## **IMPROVEMENT**

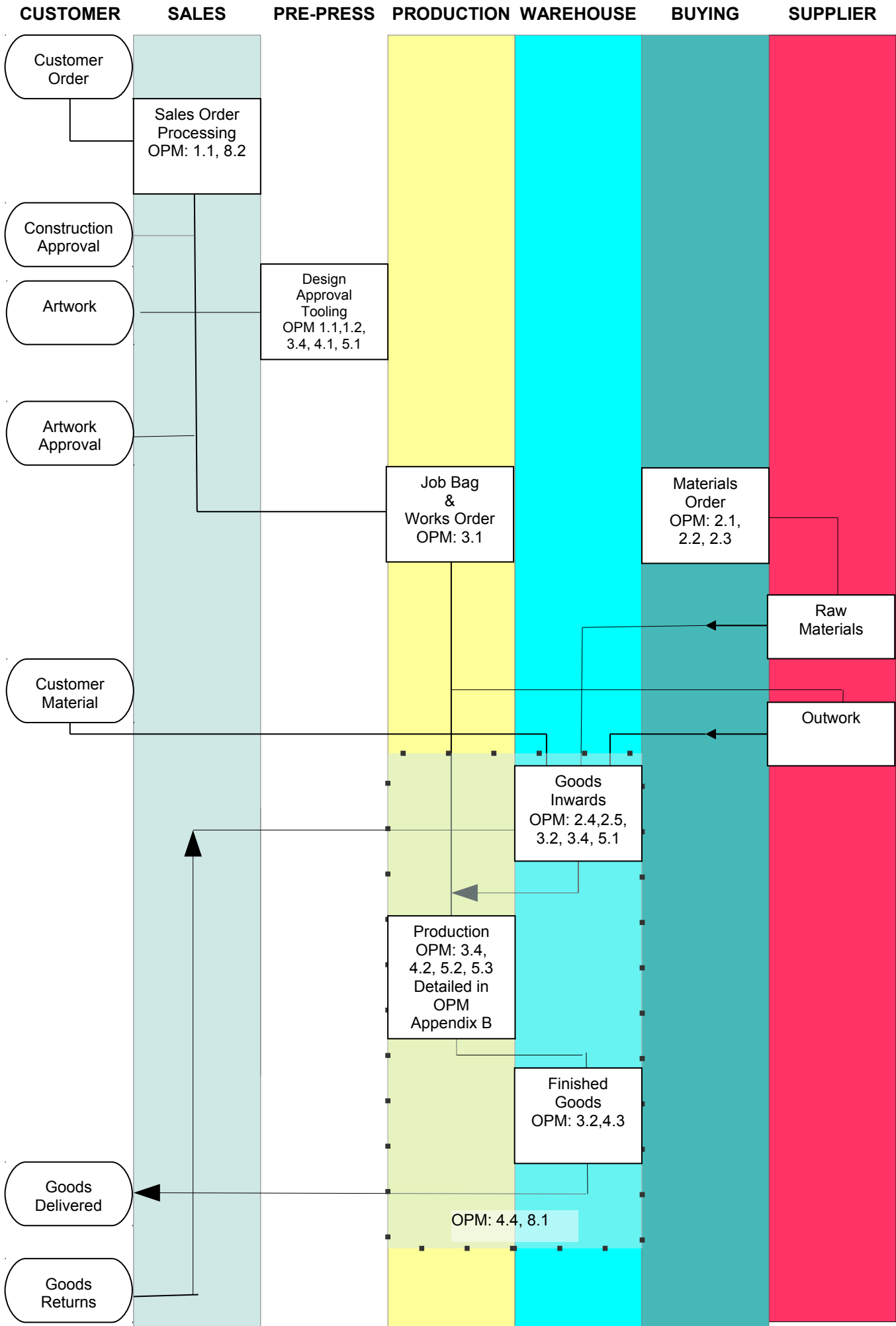
The Company strives to improve the effectiveness of the QMS by reviewing the quality policy, quality objectives, audit

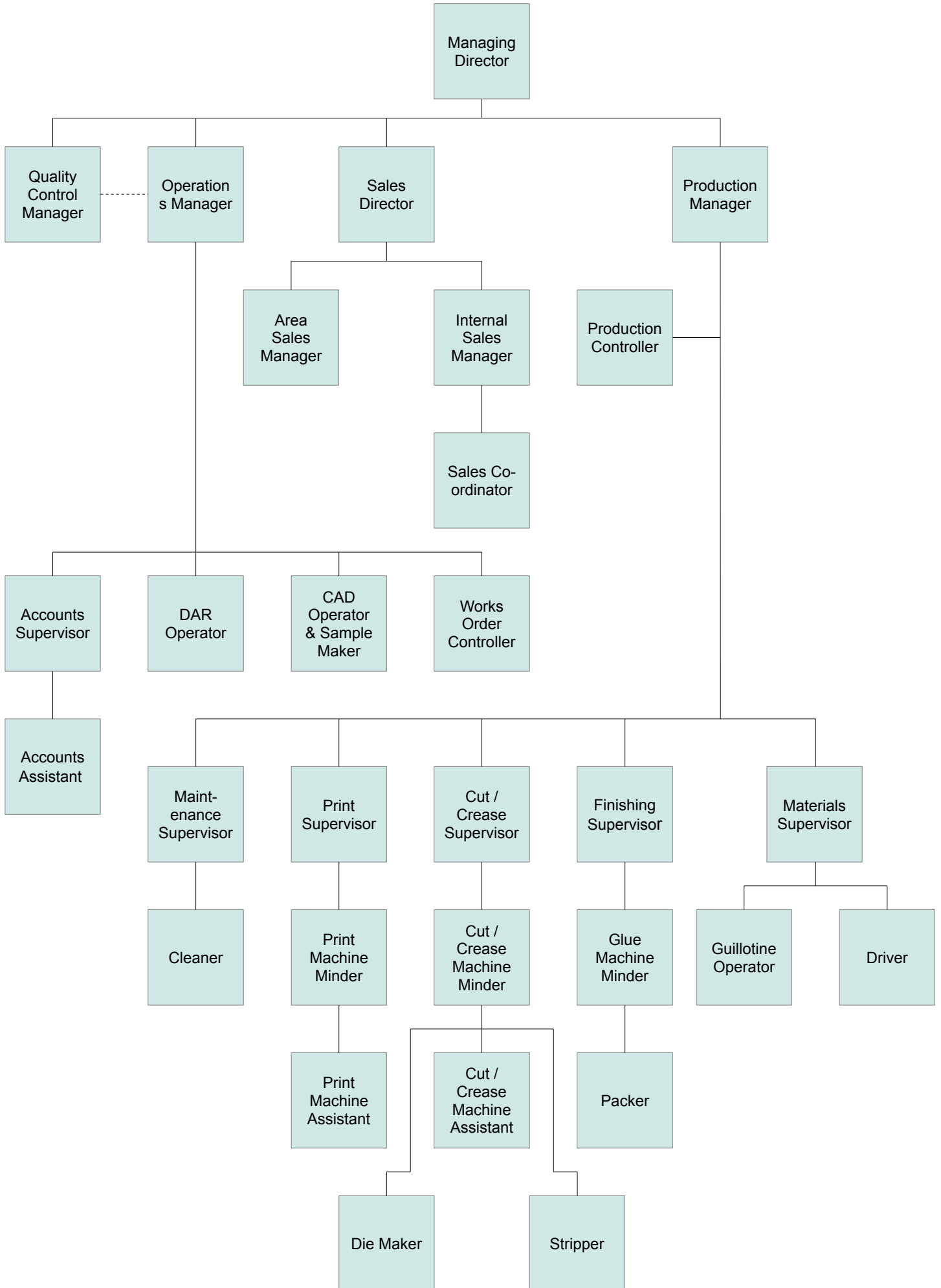
results, analysis of data, corrective and preventive actions and management review. The Company has established, documented and maintains procedures for implementing corrective and preventative actions. These actions are appropriate to the magnitude of the problems and commensurate with the risks encountered. Procedures for corrective actions ensure that there are effective handling of both customer complaints and reports of product non-conformities; that the causes are investigated and corrective actions determined to eliminate these; that these are effectively taken and reviewed. Procedures for preventive actions ensure that these are properly determined and planned, and that an appropriate person is given responsibility for carrying them out. These are minuted and reviewed at subsequent meetings until complete. Management review includes checks for any applicable updates to legislation, scientific or technical developments and industry codes of practice.

FSC Product Group	Product Type and Code	FSC Claim	Input Material Category(ies)	Control System for FSC Claim	Sites
Uncoated paperboard	P3.1	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	Transfer	Avenue One Letchworth Hertfordshire SG6 2WP
Coated paperboard	P3.2	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	Transfer	Avenue One Letchworth Hertfordshire SG6 2WP
Paperboard packaging	P5.1	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	Transfer	Avenue One Letchworth Hertfordshire SG6 2WP
Microflute packaging	P5.2	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	FSC Mix x% FSC Mix Credit FSC Recycled x% FSC Recycled Credit	Transfer	Avenue One Letchworth Hertfordshire SG6 2WP

## Claim Period

All claims are based on a job order basis.





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**DECLARATION OF COMPLIANCE AS AT 1<sup>st</sup> SEPTEMBER 2011**



**MANUFACTURER**

Bridger Packaging whose address and manufacturing premises are shown above.

**PRODUCT DESCRIPTION**

Printed folding cartons and other packaging manufactured from paperboard. The paperboard used may contain post\_consumer recycled materials. The sheets of paperboard may be enhanced by surface application of one or more of the following materials:

- Printing Ink
- Varnish
- Lamination
- Coloured Foil
- Window Film

The paperboard is then cut into the required shape as necessary and may then have an adhesive applied in order to create certain types of finished product if required.

Products are supplied that fall into one of two categories as defined by the BRC Global Standard for Packaging & Packaging Materials (Issue 4), namely:

- High hygiene risk
- Low hygiene risk

High hygiene risk products are those that we agree to supply to customers who have informed us that they require the products to comply with the additional material and procedural constraints laid down in the BRC Standard. Low hygiene risk comprises all other products.

**COMPLIANCE**

All articles manufactured as suitable for high hygiene risk use comply with Article 3.1 of Regulation (EC) No 1935/2004.

All articles manufactured as suitable for high hygiene risk use comply with Annexes 1 and 2 of the CEPI Industry Guideline for the Compliance of Paper & Board Materials and Articles for Food Contact (Issue 1).

All items manufactured by us are in accordance with Commission Regulation (EC) No 2023/2006 on Good Manufacturing Practice.

All items supplied by us comply with both BS EN ISO 9001:2008 and the BRC Global Standard for Packaging & Packaging Materials (Issue 4).

All products supplied should be kept in original storage containers or materials supplied until their use is imminent. Goods should be stored in conditions appropriate to their end use. Goods not supplied as suitable for high hygiene risk use should not be used for high hygiene risk final applications. Goods should be used within six months of their date of manufacture. Goods supplied that have decoration added must not be used where the decoration would come into direct contact with the product.

All products supplied and materials used meet at least minimum relevant legal requirements in the UK.

A division of T D Bridger Limited  
Registered in England No. 366193  
Registered office as above