



Rotec Hydraulics Limited, Unit 1 Venture Way,
Priorswood Industrial Estate, Taunton
Somerset TA2 8DE

Parker Store, Units 8, 9 & 13 Yacht Haven
Quay, Breakwater Road, Plymstock,
Plymouth. PL6 7HJ
Unit 1 Stroud Enterprise Center
Bath Road, Lightpill, Stroud,
Gloucestershire GL5 3NL

T: **01823 348900** F: **01823 337097**
E: sales@rotec.net

T: **01752 262966** F: **01752 262926**
E: plymouth@rotec.net

T: **01453 767729** F: **01453 767099**
E: stroud@rotec.net

Counterfeit Avoidance Statement 2020

Definition of Counterfeit Materiel taken from the MoD DEF STAN 05-135:

Material whose origin, age, composition, configuration, certification status or other characteristic (including whether or not the material has been used previously) has been falsely represented by:

- a) misleading marking of the material, labelling or packaging;
 - b) misleading documentation; or
 - c) any other means, including failing to disclose information;
- except where it has been demonstrated that the misrepresentation was not the result of dishonesty by a supplier or sub-supplier within the supply chain.

Note: Regardless of the governing law of the supply contract, the term “origin” is to be accorded the same meaning as the equivalent term found in European Directive 2008/95/EC (the “Trade Marks” Directive), and the terms “falsely represented”, “misleading”, “failing to disclose information” and “dishonesty” are to be accorded the same meaning as the equivalent terms found in the United Kingdom’s Fraud Act 2006.

Policy Statement

Rotec Quality Management System, accredited to ISO9001:2015 supports policies and procedures defined by the management to ensure genuine parts are supplied and supported from our approved supply chain in the execution of our business defined within the context and Scope of Business. Our Quality Manual defines the policies, objectives and responsibilities within the Quality System, and acts as a basic reference document. The manual is supported by procedures detailed in a Company Procedures Manual. All documents show the controls, resources, processes and improvements that must be used to meet contractual and specified requirements.

Roles and Responsibilities

The Quality Systems Manager along with Senior Management responsibilities is to ensure that all procedures and routines comply with the requirements of this Quality Management System, and are controlled and maintained, including internal auditing, corrective and preventive action, and Management Review Meetings.

The Quality Systems Manager along with Senior Management through ongoing review and continuous improvement, ensure the Quality Management System reflects the needs of the customer, the Company and the Certification Body.

Reporting to senior management and board of Directors on the performance of the QMS on a regular basis, including non-conformance, counterfeit parts, comments, complaints; corrective and/or preventive actions, results of internal audits, and any opportunities for continuous improvement provide a rigorous approach to ensure only genuine products are sourced in business.

WWW.ROTEC.NET Hydraulic, Pneumatic and Electronic Engineers and Suppliers





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Purchasing

Sourcing of parts is solely from our approved supply chain that has been identified through a vetted process to support their inclusion onto the 'Approved' suppliers list. The assessment is based on the completion of a questionnaire supported by documentary evidence of their authenticity, market presence and capability.

Quarantine

All deliverable supplies that are found to be nonconforming against the specified requirements, including counterfeit are identified, documented, quarantined, evaluated and dispositioned to prevent unintended use or delivery. Necessary actions are taken to contain the effect of the nonconformity on other products or processes. This applies to incoming products (vendor-supplied), product in-process, final product and customer returned product in accordance with our procedures.

Traceability of parts/retention of quality records

Rotec Hydraulics Ltd maintains traceability of purchases from authorized Suppliers, retaining the original purchase orders and other receiving documentation, including Manufacturers' Certificate of Conformance, for the required document retention periods.

Records that constitute "quality records" include

- Quotations, only for quotations subsequently converted to orders.
- Customer Orders.
- Site Work, Repair, Estimate Sheets.
- Drawings, Register, Drawing Amendments.
- Works Order Number, Customer order details, on computer system.
- Purchase Orders, and any amendments.
- Certificates of Conformity, (from suppliers).
- Supplier Delivery Notes.
- Works Orders.
- Hose Test Records.
- Test Certificates.
- Accumulator Re-certification Certificates.
- Despatch Notes to Customers.
- Certificates of Conformity, (to customers).
- Declaration of Incorporation.
- Installation, Commissioning Check Lists.
- Returns Notes "C".
- Goods Returns Note "S".

Paul Prouse
Managing Director
17/11/2023

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