



Standard Quality Questionnaire

Reviewed and approved by:

Andrew Purvis HR, Training & Quality Manager

Date: August 2022

Signature:

Reviewed and approved by:

H.M. Webs

Helen Webster Managing Director

Date: August 2022

Signature:

INDRODUCTION

Dear Valued Customer,

We receive a significant amount of questionnaires and surveys regarding our products, organisation, annual reports, sustainability, environment and management systems that essentially address the same issues.

In order to respond to these requests in a timely and efficient manner, we have established a standardised information package to facilitate the exchange of information with our customer.

By using this standard response questionnaire, we are able to respond more quickly and efficiently to all requests as well as ensure that consistent information is provided in all cases.

Please note that this questionnaire is completed to the best of our knowledge as of today. The document will be updated whenever significant changes occur that may impact our customers. This does not include minor changes such as changes to responsible persons.

Thank you for your understanding and continued interest in our products and services.

Yours Sincerely

Alexander Bennett
Quality Assurance Officer



As some of the information provided in this document is confidential, the whole document must be treated as such. This document must not be shared with third parties without prior approval from SEQENS Custom Specialties

TABLE OF CONTENTS

1.0 C	OMPANY INFORMATION	4
	1.1 ADDRESSES	4
	1.2 COMPANY OVERVIEW	4
	1.3 KEY PERSONNEL	4
	1.4 GENERAL COMPANY INFORMATION	5
	1.5 GENERAL COMPANY OPERATING INFORMATION	5
2.0 S	ITE INFORMATION	6
	2.1 SITE OPERATING PROCEDURES	6
	2.2 QUALITY ASSURANCE AND PRODUCTION	8
	2.3 LABORATORY PROCEDURES	8
	2.4 PACKAGING, STORAGE AND TRANSPORT	9
3.0 G	ENERAL STATEMENTS	10
	3.1 HAZARDOUS MATERIAL ON SITE	10
	3.2 FOOD ALLERGENS	10
	3.4 ORIGIN OF MATERIAL	10
	3.5 RISK OF MELAMINE CONTAMINATION	11
	3.6 MICROBIAL SPECIFICATION	11
	3.7 GENETICALLY MODIFIED ORGANISMS (GMO)	11
	3.8 CONFLICT MINERALS STATEMENT	11
	3.9 SKIN & RESPIRATORY SENSITISATION	11
	3.10 SAFETY DATA SHEETS (SDS)	12
	3.11 TECHNICAL DATA SHEETS (TDS)	12
	3.12 REACH	12
	3.13 REACH FOR RECOVERED SOLVENTS	12
APPE	ENDIX	13
	APPENDIX 1 – SEQENS CUSTOM SPECIALTIES QUALITY POLICY	13
	APPENDIX 2 - SECENS CLISTOM SPECIALTIES EHS POLICY	1/

1.0 COMPANY INFORMATION

1.1 ADRESSES

SEQENS Group Head Office

SEOENS

21 Chemin De La Sauvegarde

69134 Ecully Cedex

FRANCE

SEQENS Custom Specialties

Middlesbrough Site

(Head Office)

All Saints Refinery

Cargo Fleet Road

Middlesbrough TS3 6AF

UNITED KINGDOM

Telephone: 01642 248555

Fax: 01642 244340

Billingham Site

Process Park, Road 11

Billingham

TS23 1PY (use for directions)

TS23 1LB (use for post)

UNITED KINGDOM

Telephone: 01642 248555

Fax: 01642 244340

1.2 COMPANY OVERVIEW

SEQENS Custom Specialties (Legal entity: Chemoxy International Limited) is one of Europe's largest contract manufacturers, combining the speed and agility of a small/medium sized company with the health and safety and environmental performance of the best major chemical corporations.

Our Middlesbrough site has carried out distillation since 1868 and our Billingham site was added to the portfolio in 1994.

In addition to custom processing, our company manufactures a range of environmentally-friendly solvents which are used in the latest generation of paints and cleaning products.

The business has a large proportion of exports sales and employs over 170+ highly skilled workers across the two sites. SEQENS Custom Specialties has a long established reputation for technical excellence, confidentiality and EH&S compliance.

1.3 KEY PERSONNEL

Please note, the contact names and details given below are given for information only. Please don't contact the below persons unless authorised by SEQENS. For department specific queries, please contact the necessary department leader or for more general queries please email: info.CS@seqens.com

Helen Webster - Managing Director

Simon Crabtree - Technical Director

Rebecca Hall – Financial Controller

Alastair Lloyd - Commercial Director

Andrew Purvis – HR, Training and Quality Manager

Martin Swainston – Enviroment, Health and Safety

Manager

Mark Simpson – Operations Director

Commercial Team:

Alastair Lloyd - Commercial Director

Brian Tarbit – Business Development Director

Anne Wardell – Commercial Manager

Allan Jensen – Commercial Manager

Richard Roberts - Supply Chain Manager

Steve Hancill - Commercial Manager

1.4 GENERAL COMPANY INFORMATION

Company Name

SEQENS Custom Specialties (Legal Entity: Chemoxy International Limited)

Site Addresses

Middlesbrough Site:- All Saints Refinery, Cargo Fleet Road, Middlesbrough, TS3 6AF, United Kingdom Billingham Site:- Process Park, Road 11, Billingham, TS23 1LB, United Kingdom

Contact Number

Main Reception 01642 248555

Website

www.chemoxy.com or www.customspecialties.seqens.com

Email

info.CS@seqens.com

1.5 GENERAL COMPANY OPERATING INFORMATION

Who owns the company?

SEQENS Group:

SEQENS is an integrated global leader in pharmaceutical solutions and specialty ingredients, delivering outstanding performance, unrivalled market responsiveness and custom-made solutions to our customers.

SEQENS Custom Specialties is a subdivision of the SEQENS group.

Does the company have a corporate social responsibility policy?

SEQENS Custom Specialties falls under the SEQENS Group "Sustainable Development and Corporate Social Responsibility Policy". More information on this can be found at www.seqens.com/en/business-lines/engagements/

SEQENS Custom Specialties has gained the EcoVadis Gold Award which was received in October 2018. This award was reassessed and recertified in December 2021 - Evidence of this certification can be seen upon request.

Does the company have any of the following written policies?

Quality Policy: Yes "Quality Policy"

Environmental Policy: Yes "EHS Policy"

Health and Safety Policy: Yes "EHS Policy"

Please refer to the appendix of this document to view the above policies.

Total number of employees

170+

Size of Sites (m2)

Middlesbrough Site: 67,568m2 Billingham Site: 44,275m2

2.0 SITE INFORMATION

2.1 SITE OPERATING PROCEDURES

	SITE OPE	ERATING PROCEDURES AND PO	LICIES				
Ooes the site utilise the following written		MIDDLESBROUGH		BILLINGHAM			
olicies, programs and procedures?	YES	NO OTHER DETAILS	YES	NO OTHER DETAILS			
1. Are third party audits allowed on site?	4 /		4 4				
2. Are internal audits carried out on site?	4	Yes, SEQENS CS has a full internal schedule in place	44	Yes, SEQENS CS has a full internal schedule in place			
3. Does the site have a complaint investigation procedure?	4		44				
4. Does the site have a product recall procedure?	4		4				
5. Does the site have change control procedures?	~	Yes, SEQENS CS have an online portal (Management of Change system) that tracks and controls changes	~ //	Yes, SEQENS CS have an online portal (Managemen of Change system) that tracks and controls changes			
6.Are the following management systems utilised on site?							
6a. ISO 9001	W	Certification can be seen upon request	4 4	Certification can be seen upon request			
6b. ISO 14001	W	Certification can be seen upon request	4	Certification can be seen upon request			
6c. ISO 22716	4	Certification can be seen upon request	44	Certification can be seen upon request			
6d. OHSAS 18001		×		×			
6e. EcoVadis (Corporate Social Responsibility)	4	Certification can be seen upon customer request	44	Certification can be seen upon customer request			
7. Are any of your products Halal certified?	W	Please contact us for more information on our Halal product range	4 /	Please contact us for more information on our Halal product range			
8. Are any of your products Kosher certified?	W	Please contact us for more information on our Kosher product range	W	Please contact us for more information on our Kosher product range			
9. Are third party contractors allowed on site?	W		~				
10. If so, are contractors given a full site induction upon arrival?	*	All contractors are given a site induction and must watch our site induction video. This is refreshed annually.	*	All contractors are given a site induction and must watch our site induction video. This is refreshed annually.			
11. Does the site have a waste management procedure?	~		4 /				
12. Does the site track and have publicly available goals to reduce environmental indicators such as waste, water energy and carbon?	4 /		4 /				
13. Does the site have product liability insurance? If yes what is the amount?	~	Yes £50,000,000	*	Yes £50,000,000			
14. Supplier Re-evaluation Procedure	4		//				
15. Employee Training Programme	//	Full training plan is provided and tracked within TrainCaster system	~	Full training plan is provided and tracked within TrainCaster system			

STANDARD QUALITY QUESTIONNAIRE / P.7

14. Samples related for up to Samples related for up to Samples related for up to Stephanous Comment validation of the and other factors. 17. Equipment validation of the and other factors. 18. Deep the site cample income the site of semigrate incoming materials? 19. It is environmental purchased as prior to appeal to people for some of the site of t		SITE OPERA	TING PROCEDURES AND POLI	ICIES	
calibration It Does the de sample incurring materials? It To war materials? It To war materials? It Is now material purchased as when a specific specification? It Is raw material? It Is rew material purchased as when a specific specification? It Is the waterial purchased as when a specific specification? It Health and Salety Policy It Health and Salety Policy It Health and Salety Policy It Health and Salety Manual It Is The waterial purchased as when a specific sp		₩		4 /	
incoming materials? Suraw materials purchased as per a specific specification? Concept of the reprocess of the process of		//		//	
per a specific specification? 20. Does the site reprocess? 21. Hearth and Sartey Policy 22. Quality Control/Quality Nanagement Policy 23. Quality Manual 24. Environmental Policy 25. Human Resources Program: 25. Smoking Policy 25. Human Resources Program: 25. Smoking Policy 25. Hydene Policy 25. Special Media Policy 26. Special Media Policy 27. Usaster Recovery Plan 28. Rex Assessment 29. Change Control Procedures 20. Document Retention Policy 30. Document Retention Policy 31. General Site Cleaning 22. Hydene Procedures 33. Validated Equipment and 24. Calibration Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Reventative Mantenance 27. Control of Nonconforming 38. Raw Material Metention 39. Label Control and 20. Procedures 37. Control of Nonconforming 38. Raw Material Metention 39. Label Control and 20. Programme 20. Programme 21. Special Media Policy 22. Hydene Pocedure 23. Special Media Revention 24. Special Media Revention 25. Resouration Policy 26. Resouration Policy 27. Control and 28. Raw Material Metention 39. Label Control and 29. Change Access 20. Policy Resouration and Shelf 20. Hydene Resouration and Shelf 20. Hydene Resouration and Shelf 21. Special Resouration and Shelf 22. Hydene Pocedure 24. Special Resouration and Shelf 25. Resouration Policy 26. Programme 27. Control Tologramme 28. Resouration and Shelf 29. Change Resouration and Shelf 20. Hy		//		//	
rework material? 21. Fleatin and Safety Policy 22. Quality Control (Quality) Management Policy 23. Quality Control (Quality) Management Policy 24. Environmental Policy 25. Environmental Policy 25. Environmental Policy 25. Environmental Policy 25. Espansing Policy 25. Environmental Policy 25. Hyagiene Policy 25. Hyagiene Policy 25. Espansing Adaction Holicy 25. Espansing Adaction Holicy 25. Espansing Adaction Holicy 25. Espansing Adaction Holicy 25. Espansing Absence Policy 25. Sciences Absence Policy 25. Sciences Absence Policy 25. Sciences Absence Policy 25. Document Policy 25. Document Management Policy 27. Disaster Recovery Plan 27. Disaster Recovery Plan 28. Risk Aspessment Hoganimus 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hyglene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Proyentative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Raw Material Retention 30. Inshell Control and Accountability 47. Site Security/Site Access 47. Site Security/Site Access		W		4 4	
22. Quality Control/Quality Management Policy 23. Quality Manual 24. Environmental Policy 25. Human Resources Program: 25a. Smoking Policy 25b. Drugs and Alcohol Holicy 25c. Hygiene Policy 25c. Hygiene Policy 25d. Medical Check Policy 25d. Medical Check Policy 25e. Social Media Policy 25e. Becuritment Policy 25e. Becuritment Policy 25e. Recuritment Policy 25e. Document Management 25e. Document Management 25e. Document Management 27e. In State Recovery Plan 27e. Risk Assessment 27e. Social Media Policy 27e. Basafer Recovery Plan 28. Risk Assessment 29. Change Control Procedures 27e. Change Control Procedures 27e. Change Procedures 27e. Change Procedures 27e. Change Procedures 27e. Change Procedures 27e. Social Media Policy 27e. Risk Management 27e. Proyental State Cleaning 27e. Change Procedures 27e. Control Procedures 27e. Control Procedures 27e. Proyentative Maintenance 27e. Proyentative Maintenance 27e. Programme Procedures 27e. Control Programme 27e. Proyentative Maintenance 27e. Programme Procedures 27e. Control Programme 27e. Proyentative Maintenance 27e. Programme Procedures 27e. Control Programme 27e. Proyentative Maintenance 27e. Programme Procedures 27e. Control Programme 27e. Proyentative Maintenance 27e. Control Programme 27e. Proyentative Maintenance 27e. Programme 27e		W		4 /	
Management Policy 23. Quality Manual 24. Environmental Policy 25. Human Resources Program: 25a. Smoking Policy 25b. Divings and Alcohol Policy 25c. Hygiene Policy 25c. Hygiene Policy 25d. Medical Check Policy 25d. Medical Check Policy 25d. Medical Check Policy 25d. Social Media Policy 25f. Social Media Policy 25f. Social Media Policy 25f. Social Media Policy 25f. Data Protection Policy 25f. Data Protection Policy 25f. Data Protection Policy 27f. Disaster Recovery Plan 27f. Disaster Recovery Plan 27f. Disaster Recovery Plan 27g. Risk Assessment 27g. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning 47g. Protections 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 46. Preventative Maintenance 47g. Programme/Procedures 37. Control of Nanconforming 38. Raw Material Relention 39. Label Control and 47cocountability 47cocountability 47cocountability 47cocountability 47conduct Release Procedure 47cocountability 47cocountability 47conduct Release Procedure 47cocountability 47cococountability 47cocountability 47coc	21. Health and Safety Policy	W		4 4	
24. Environmental Policy 25. Human Resources Program: 25a. Smoking Policy 25b. Drugs and Alcohol Policy 25c. Hygiene Policy 25d. Medical Check Policy 25d. Medical Check Policy 25e. Social Media Policy 25f. Sickness Absence Policy 25f. Sickness Absence Policy 25f. Social Media Policy 25f. Social Media Policy 25f. Social Media Policy 25f. Recruitment Policy 25f. Data Protection Policy 25f. Data Protection Policy 27c. Disaster Recovery Plan 27c. Disaster Recovery Plan 28c. Risk Assessment 29c. Change Control Procedures 30. Document Retention Policy 30. Document Retention Policy 31. General Site Cleaning 24c. Procedures 33c. General Site Cleaning 25c. Hygiene Procedures 33c. Aldered Equipment and Cleaning 25c. Procedures 34c. Calibration Procedures 35c. Pest Control Procedures 36c. Pest Pest Pest Pest Pest Pest Pest Pest		W		4 4	
25. Human Resources Program: 25a. Smeking Policy 25b. Drugs and Alcohol Policy 25c. Hygiene Policy 25c. Hygiene Policy 25d. Medical Check Policy 25d. Sickness Absence Policy 25e. Social Media Policy 25e. Social Media Policy 25e. Social Media Policy 25g. Recruitment Policy 25h. Data Protection Policy 25h. Data Protection Policy 27. Disaster Recovery Plan 27. Disaster Recovery Plan 28. Rick Assessment 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Fest Control Programme 36. Preventative Maintenance 37. Control of Nonconforming 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Little Programme 44. Stability, Expiration and Shelf Little Programme 45. Site Scientify/Site Access	23. Quality Manual	W		4 /	
25a. Smoking Policy 25b. Drugs and Alcohol Policy 25c. Hygene Policy 25c. Hygene Policy 25c. Hygene Policy 25c. Scorial Media Policy 25c. Document Policy 25c. Document Policy 25c. Document Management 25c. Document Management 25c. Document Management 25c. Document Management 25c. Risk Assessment 25c. Risk Assessment 25c. Risk Assessment 25c. Change Control Procedures 25c. Change Control Procedures 25c. Hygene Procedures 25c. Preventative Maintenance 25c. Hygene Procedures 25c. Hygene Procedure 25c. Hygene	24. Environmental Policy	W		4 4	
25b. Drugs and Alcohol Policy 25c. Hyglene Policy 25d. Medical Check Policy 25e. Social Media Policy 25e. Social Media Policy 25e. Social Media Policy 25e. Social Media Policy 25e. Recruitment Policy 25h. Data Protection Policy 26b. Document Management Policy 27. Disaster Recovery Plan 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	25. Human Resources Program:				
25c. Hygiene Policy 25d. Medical Check Policy 25e. Social Media Policy 25e. Social Media Policy 25e. Social Media Policy 25f. Sickness Absence Policy 25g. Recruitment Policy 25h. Data Protection Policy 26. Document Management Policy 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelt Lile Programme 42. Site Security/Site Access	25a. Smoking Policy	44		4 /	
25d. Medical Check Policy 25e. Social Media Policy 25f. Sickness Absence Policy 25f. Sickness Absence Policy 25f. Data Protection Policy 25h. Data Protection Policy 26h. Data Protection Policy 27c. Disaster Recovery Plan 28c. Risk Assessment Programme 29c. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	25b. Drugs and Alcohol Policy	44		44	
25e. Social Media Policy 25f. Sickness Absence Policy 25f. Sickness Absence Policy 25g. Recruitment Policy 25h. Data Protection Policy 25h. Data Protection Policy 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	25c. Hygiene Policy	4		W	
25f. Sickness Absence Policy 25g. Recruitment Policy 25h. Data Protection Policy 26. Document Management Policy 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hyglene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming Material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf-Life Programme 42. Sits Security/Site Access	25d. Medical Check Policy	//		44	
25g. Recruitment Policy 25h. Data Protection Policy 26. Document Management Policy 27. Disaster Recovery Plan X 28. Risk Assessment Programme 49. Change Control Procedures 40. Document Retention Policy 41. Stability, Expiration and Shelf Life Programme 40. Stability, Expiration and Shelf Life Programme 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access 44. Stability, Expiration and Shelf Life Programme 45. Color of Procedure 46. Site Court of Programme 47. Site Control and Accountability 48. Site Control and Shelf Life Programme 49. Site Security/Site Access	25e. Social Media Policy	4 /		W	
25h. Data Protection Policy 26. Document Management Policy 27. Disaster Recovery Plan X X X X 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Securily/Site Access 44. Site Securily/Site Access					
26. Document Management Policy 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access 44. Site Security/Site Access					
Policy 27. Disaster Recovery Plan 28. Risk Assessment Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		4 /		//	
28. Risk Assessment Programme		//		44	
Programme 29. Change Control Procedures 30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	•		×		×
30. Document Retention Policy 31. General Site Cleaning Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		~		//	
31. General Site Cleaning Procedures	29. Change Control Procedures	*		44	
Procedures 32. Hygiene Procedures 33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	30. Document Retention Policy	//		//	
33. Validated Equipment and Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		4 4		4 4	
Cleaning Procedures 34. Calibration Procedures 35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	32. Hygiene Procedures	*		//	
35. Pest Control Programme 36. Preventative Maintenance Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	33. Validated Equipment and Cleaning Procedures	//		//	
36. Preventative Maintenance Programme/Procedures	34. Calibration Procedures	//		~	
Programme/Procedures 37. Control of Nonconforming material 38. Raw Material Retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	35. Pest Control Programme	*		4 4	
material 38. Raw Material Retention What Six-month standard retention 39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		~		//	
39. Label Control and Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		W		W	
Accountability 40. Product Release Procedure 41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access	38. Raw Material Retention	//		//	
41. Stability, Expiration and Shelf Life Programme 42. Site Security/Site Access		W		W	
Life Programme 42. Site Security/Site Access	40. Product Release Procedure	//		//	
		W		W	
		//		*	

As some of the information provided in this document is confidential, the whole document must be treated as such. This document must not be shared with third parties without prior approval from SEQENS Custom Specialties

2.2 QUALITY ASSURANCE AND PRODUCTION

QUALITY ASSURANCE AND PRODUCTION							
Does the site utilise the following written	MIDDLESBROUGH			BILLINGHAM			
policies, programs and procedures?	YES	NO	OTHER DETAILS	YES	NO	OTHER DETAILS	
1. Does the site have an independent and defined Quality department?	W			W			
 Is the Quality team responsible for issuing the Certificate of Analysis (CoA)? 	*		CoA automatically generated within the ERP system (NAV)	~		CoA automatically generated within the ERP system (NAV)	
3. Does the QM/QA department have approval, authority over policies, procedures and methods?	4 /			4 /			
4. Is any environmental monitoring conducted in production/finishing areas?	//			//			
5. Are different products manufactured in the same production facility?		×	Not at the same time however plants are utilised for different products throughout the year		×	Not at the same time however plants are utilised for different products throughout the year	
6. Does the site inspect imports of materials?	4			W			
7. Does the site establish purchase specifications for raw materials?	W			W			
8. Is all plant equipment qualified/validated?	~			//			
9. Do you perform reprocessing?	4			W			
10. Do you perform rework?	44			//			
11. Is the site certified to any food safety standards?		X			×		

2.3 LABORATORY PROCEDURES

		LABORAT	ORY PROCEDURES					
Does the site utilise the following written	MIDDLESBROUGH				BILLINGHAM			
policies, programs and procedures?	YES	NO	OTHER DETAILS	YES	NO	OTHER DETAILS		
 Does the site have standard procedures for handling, retaining and re-testing samples? 	W			W				
2. Does the site have written specifications and test methods?	4/			~				
3. Does the site use controlled documents for method instructions?	W			44				
4. Are laboratory critical use instruments calibrated regularly?	4 /			*				
5. Is there a standard procedure in place for analytical method generation?	W			W				
6. Is there a standard procedure for sampling preparation?	44			~				
7. Are retention samples of key raw materials retained? If yes, for how long?	W		Raw material samples are etained for 6 months	44		aw material samples are etained for 6 months		

STANDARD QUALITY QUESTIONNAIRE / P.9

			• -	
	LA	BORATORY PROCEDURES		
8. Are retention samples of finished product retained? If Yes, for how long?	~ //	Yes, composite samples of packed finished product are retained and held for up to 3 years depending on product shelf life. Bulk product is held for 6 months unless otherwise requested by the customer	₩	Yes, composite samples of packed finished product are retained and held for up to 3 years depending on product shelf life. Bulk product is held for 6 months unless otherwise requested by the customer
9. Are shelf life/expiration dates available for products?	~ //	Yes, more information on product shelf life can be found within the product Technical Data Sheets located on our website	*	Yes, more information on product shelf life can be found within the product Technical Data Sheets located on our website
10. Does the Quality Laboratory operate on a 24/7 basis?	~ //		W	

2.4 PACKAGING, STORAGE AND TRANSPORT

			STORAGE AND TRANSPO LESBROUGH	RI		ILLINGHAM
Does the site utilise the following written policies, programs and procedures?	en YES	NO	OTHER DETAILS	YES	NO NO	OTHER DETAILS
. ,, ,	YES	NU	OTHER DETAILS	TES	NU	OTHER DETAILS
1. Is all product clearly labelled on site?	4 /			W		
Is all finished product given a unique, traceable reference/ batch number?	W			W		
3. Are materials segregated to avoid cross contamination?	*			4 /		
4. Are storage areas bunded to control spillages?	~			~		
5. Do you have designated areas for quarantined/rejected product?	*			4 /		
6. Do you monitor temperature/ humidity within your warehouse?		×	N/A		×	N/A
7. Do you control temperature/ humidity within your warehouse?		×	N/A		×	N/A
8. Are barcode readers/scanners in use?		×			×	
Do labels include shelf life/ expiration dates and lot/batch number?	~		Shelf life and expiration are detailed on labels only upon customer request	//		Shelf life and expiration are detailed on labels only upon customer request
10. Does the site use a first in/ first out stock control system?	4 /			4		
			. = Year (21 = 2021) A = Mont ure (3A=Middlesbrough / 3B=			
12. Briefly explain the bulk goods batch numbering system	Example: 3A 123 123 = Tank numl	3 1234 3. per related	A = Location of manufacture (I to product export 1234 = Sa	(3A=Middlest ample numbe	orough / er relate	3B=Billingham) d to product export analysis
13. Are tamper seals used for packed finished product?	W			4		
14. Are tamper seals used for bulk finished product?	4 /		Hazardous loads only unless otherwise specified by the customer	W		Hazardous loads only unless otherwise specified by the customer
15. Do you reuse packaging?		×			×	
16. Do you relabel product?	4 /		If necessary, yes, however all old labels are moved prior to this	//		If necessary, yes, however all old labels are moved prior to this
17. Are all packaging operations carried out against authorized packaging instructions?	W			4 /		

3.0 GENERAL STATEMENTS

3.1 HAZARDOUS MATERIAL ON SITE

Both the Middlesbrough and Billingham sites handle a variety of hazardous materials during production. Much of this information is commercially confidential and is therefore, not openly available. If you require more detailed information on hazardous materials handled, it may be possible to provide this upon request.

In order to obtain this information, please email info.CS@seqens.com

For more product specific information, please visit our website: https://www.chemoxy.com/products-and-applications/

3.2 FOOD ALLERGENS

Our products are manufactured without the use or content of, and although not specifically analysed for the following, they are not expected to contain:

- Wheat, rye, barley, oat and their hybrid strains/ derivatives.
- Crustaceans / derivatives.
- Eggs / derivatives.
- Fish / derivatives.
- Peanut / derivatives.
- Soybean / derivatives.
- Milk of all kinds of mammal animals. / derivatives.
- Almonds (Prunus dulcis, sin.: Prunus amygdalus, Amygdalus communis L.) / derivatives.
- Hazelnuts (Corylus spp.) / derivatives.
- Cashew nuts (Anacardium occidentale) / derivatives.
- Brazil nuts (Bertholletia excelsa) / derivatives.
- Macadamias (Macadamia spp.) / derivatives.
- Nuts (Juglans spp.) / derivatives.
- Pecans (Carya spp.) / derivatives.
- Pistachio (Pistacia spp.) / derivatives.
- Pine nuts (Pinus spp.) / derivatives.
- Chestnuts (Castanea spp.) / derivatives.
- Latex / derivatives.
- · Sulphites in concentration equal or above 10mg/Kg
- Lupin and products thereof
- Cotton seeds, sunflower seeds, rape seeds
- Sugar beet

3.3 PALM OIL AND DERIVATIVES

Products manufactured by SEQENS Custom Specialties are not currently derived from any raw materials or ingredients that contain palm oil or their derivatives and are therefore palm oil free.

3.4 ORIGIN OF MATERIAL

Our products have been evaluated for the source of the raw materials used in their production. They are manufactured from chemicals that have no animal or human origin. There are no animal or human source raw materials or additives used in the manufacture of our products. Therefore, we can confirm that BSE/TSE (bovine spongiform encephalopathy /transmissible spongiform encephalopathy) is not a concern with our products.

3.5 RISK OF MELAMINE CONTAMINATION

Although we do not analyse our products for Melamine, they are not manufactured with or formulated using and, therefore, is not expected to contain Melamine.

3.6 MICROBIAL SPECIFICATION

We do not have any microbial specifications at SEQENS Custom Specialties. Products are manufactured by SEQENS Custom Specialties using clean, well maintained multi-purpose plant following established procedures.

3.7 GENETICALLY MODIFIED ORGANISMS (GMO)

Products manufactured by SEQENS Custom Specialties are not currently derived from any raw materials or ingredients that contain genetically modified organisms (GMO) or their derivatives. Our products are GMO free and require no labelling in accordance with the EU regulations EC 1829/2003 and EC 1830/2003.

3.8 CONFLICT MINERALS STATEMENT

Concerning the usage of conflict minerals, SEQENS Custom Specialties has sought guidance from various governmental authorities in the United Kingdom and the OECD Due diligence guidance for Responsible Supply Chains of Minerals from Conflict-Affected and High-Risk Areas.

Conflict minerals in the eastern Democratic Republic of Congo (DRC) are generally defined (including the OECD due diligence guidance for responsible mineral supply chains) as Cassiterite (tin), Coltan (tantalum), Wolframite (tungsten) and Gold, or derivatives of these minerals.

Please be advised that SEQENS Custom Specialties does not knowingly use or source materials from the Democratic Republic of Congo or its adjoining countries (Angola, Burundi, Central African Republic, Republic of the Congo, Rwanda, Sudan, Tanzania, Uganda and Zambia).

If we were to become aware of supply chain obligations under the Conflict Minerals provisions we would make that information known to our downstream users as part of our obligations.

3.9 SKIN & RESPIRATORY SENSITISATION

For information regarding whether any of our products contain skin or respiratory sensitisers, please consult the relevant SDS for the product concerned.

3.10 SAFETY DATA SHEETS (SDS)

SEQENS Custom Specialties Safety Data Sheets (SDSs) are available on request from your Seqens Commercial contact. For technical SDS queries please email SDS@seqens.com.

3.11 TECHNICAL DATA SHEETS (TDS)

SEQENS Custom Specialties has TDS documentation available for all own products. This can be found on our website www.chemoxy.com or www.seqens.com

3.12 REACH

For enquires on REACH compliance for a particular product, please contact reachmgmt@seqens.com.

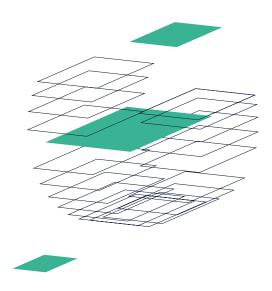
3.13 REACH FOR RECOVERED SOLVENTS

Solvents recovered by Segens/Chemoxy are normally exempt from UK REACH registration.

A valid EU REACH registration is required for recovered solvents imported into the EU. Seqens/Chemoxy will not normally register these solvents under EU REACH.

For specific enquiries please contact reachmgmt@segens.com

Please note: If any of the above or others not mentioned are of particular concern to your end use application or process, please contact the relevant commercial representative to discuss in more detail prior to placing your order.



APPENDIX

APPENDIX 1 – SEQENS CUSTOM SPECIALTIES QUALITY POLICY

CHEMOXY INTERNATIONAL OUALITY POLICY



The Quality Policy

Quality Performance is a commitment to excellence by each Chemoxy employee. It is achieved by teamwork and a process of continuous improvement.

We are dedicated to being the leader in providing quality products and services, which meet or exceed the expectations of our customers.

Commitment

Chemoxy International Ltd is fully committed to the Quality Policy as defined above. Quality Management plays an important role by assuring that the company can produce and deliver the quality products and services expected by its customers.

Objective

At our operating units at Middlesbrough and Billingham we have established a Quality Management System that shall:

- strive to meet our Customers' requirements first time, every time
- define Quality objectives and targets for continual improvement within all site functions, and that they relate to the business needs
- · have roles and responsibilities established to develop a culture of quality management which makes accountability clear
- adopt and utilise the quality work processes and tools
- · strive to eliminate customer complaints, and increase our customer satisfaction by acting on their feedback
- investigate any Customer complaints and non-conformances, and verify the resulting corrective and preventive actions
- effectively audit the relevant functions
- develop process control systems to improve reliability and quality performance
- embrace the site level operability of the Purchasing and Supply Chain Rules and Policies

In order to achieve these objectives, the company will operate a quality management system that conforms to the standard specified by BS EN ISO 9001:2015, which is to be incorporated within the Chemoxy Management System. Training and resources, to fulfil the requirements of the standard to meet company objectives, will be assessed and provided accordingly. The management system also supports a commitment to Cosmetics Good Manufacturing Practices (GMP) according to ISO22716:2007 and a commitment to requirements for Halal and Kosher certification.

Along with the adequacy and effectiveness of the quality management system, this policy will be periodically reviewed under the auspices of top management for continuing suitability. Statutory and regulatory requirements will also be considered where relevant.

This policy will be available on request to customers, the public and other interested parties. The company will ensure that this policy is effectively communicated to and understood by all employees. We will encourage them to strive for Business success and total Customer satisfaction.

The Board of Directors is responsible for the implementation of this policy, and delegates responsibility to the Quality Team to verify compliance.

Helen Webster Alastair Lloyd

Chief Executive Officer Commercial Director

Date: January 2022

APPENDIX 2 – SEQENS CUSTOM SPECIALTIES EHS POLICY

CHEMOXY INTERNATIONAL LIMITED ENVIRONMENTAL, HEALTH & SAFETY POLICY



Policy statement

At Chemoxy International Limited, protecting our people and the environment is part of everything we do and of every decision we make. Our goal is to eliminate all injuries, prevent adverse environmental and health impacts, protect and safeguard the local community, reduce wastes and emissions and promote resource conservation at every stage of the life cycle of our products.

This policy should be read in conjunction with the company's Major Accident Prevention Policy, and with the SEQENS Policies for EHS and Sustainable Development.

Commitment

Chemoxy International Limited is committed to this Environmental, Health and Safety ("EH&S") Policy, and to striving for continual improvement in our performance towards the "Vision of Zero" – zero process safety incidents, zero injuries and zero environmental harm.

Objective

We will comply with all legal requirements and compliance obligations, and operate in accordance with both regulatory and industry codes of practice and guidance relevant to our activities. We have established an Environmental, Health and Safety Management System which seeks to ensure that:

- the proper site organisation is in place and sufficient resources are available to enable this policy to be implemented
- this policy is available to customers, the public and other interested parties
- Chemoxy adheres to and promotes the principles of Responsible Care
- all measures necessary are taken to reduce the risk of a major accident to as low as reasonably practicable
- waste is minimised and energy conserved
- all operations are assessed for risk and where possible hazards are designed out of the operation
- all aspects of the operation with significant impacts on the environment are identified and controlled
- objectives and targets are defined, and management programs established to support them
- roles, responsibilities and authorities for EH&S Management are established and understood throughout the organisation
- all employees understand that they are responsible for the safety of themselves and others
- all employees are appropriately trained in all aspects of their role and understand their contribution towards the aims of this policy
- desired EH&S behaviours are reinforced by our Disciplinary and Recognition Policies

- contractors are treated equally with company employees on matters of Health and Safety
- procedures are implemented to ensure the safety of visitors to the site
- procedures are documented for operational control
- changes to products, processes, plant and personnel are managed in a way that minimises the risk to human health and the environment
- the risk of any adverse effects on the neighbourhood and surroundings is minimised
- an emergency response plan is maintained, reviewed annually and tested with the emergency services in compliance with the COMAH Regulations
- · EHS performance is measured and monitored
- incidents and non conformances are investigated as appropriate, and
- the resulting corrective and preventive actions are reviewed and verified
- incident and near miss reporting is actively encouraged and investigated
- there is a rigorous program of audits of procedures and performance
- top level reviews take place annually, to ensure the continued effectiveness of the Management System and its commitment to strive for continual improvement.

On behalf of the Board of Chemoxy International Limited

Helen Webster Chief Operating Officer H.M. Webs

Date: January 2022

SEQENS

CUSTOM SPECIALTIES

Chemoxy International Ltd All Saints Refinery Cargo Fleet Road Middlesbrough TS3 6AF United Kingdom

WWW.SEQENS.COM





