Speedboard
Assembly Services

Company Manual

Profile…

Established in 1984, Speedboard Ltd became a renowned supplier of PCBs and Contract Electronic Manufacturing Services provider. In 2003, the business was sold in an MBO to Richard Watson and Neil Owen. Now more appropriately named as Speedboard Assembly Services Ltd, the company primarily serve the domestic market offering a full CEM service and a full PCB sourcing service, either independently or turn key.

Our assembly capability encompasses fine pitch vision-controlled double-sided surface mount, BGA, conventional through hole and mixed technology production. Procurement, cable assembly, AOI, test and box build are key elements in the overall service offering.

Our PCB sourcing begins with dedicated resources to review data, liaise with suppliers both home and abroad, and to ensure the best match for your needs. Having had first hand experience as a PCB Fabricator and as an Assembler we have the knowledge and experience you are looking for.

Flexibility is the key to our success. We offer individually tailored manufacturing solutions at all levels, from fast-turnaround prototypes to high volume dedicated lines.

Some of our customers take advantage of all our services; others use specific areas to suit their needs. Whatever the size and complexity of the task, Speedboard are ready to take it on with a "can-do" attitude backed up with capacity, experience and knowledge.

Address/Contacts...

Web Site / email:	sales@speedboard.co.uk
	http://www.speedboard.co.uk
Main Office	+44 (0) 1753 746700
Facsimile	+44 (0) 1753 830726
Sales	+44 (0) 1753 746701
Facsimile	+44 (0) 1753 746781

Speedboard Assembly Services Ltd.
1A Alma Road,
Windsor,
Berkshire,
SL4 3HU.

Integrated Management System (IMS)…

Speedboard operate an integrated management system (IMS) which encompasses quality, health and safety, environment, energy, human resources and financial controls.

Policies…

Speedboard have approved policy statements regarding our commitment towards; Quality, Health and Safety, Environment and Energy. These policies are displayed within the company and on our web site. They are also available upon request.

Scope of ISO Registration…

ISO 9001:2008 FM 20834…

The contract manufacture of PCB assemblies, cable assemblies, finished unit modules and the sales and distribution of unpopulated PCBs

In accordance with ISO9001:2008, the exclusion to the standard are:

7.3 Design and development.

Speedboard do not design or develop product. Therefore, this element of the standard is not and will not be included within Speedboard's systems.

Company Representatives…

Responsibilities are delegated to all Senior Management. However, in all cases the initial point of contact regarding approvals and standards are either:

Neil Seymour   +44 (0) 1753 746700   nseymour@speedboard.co.uk
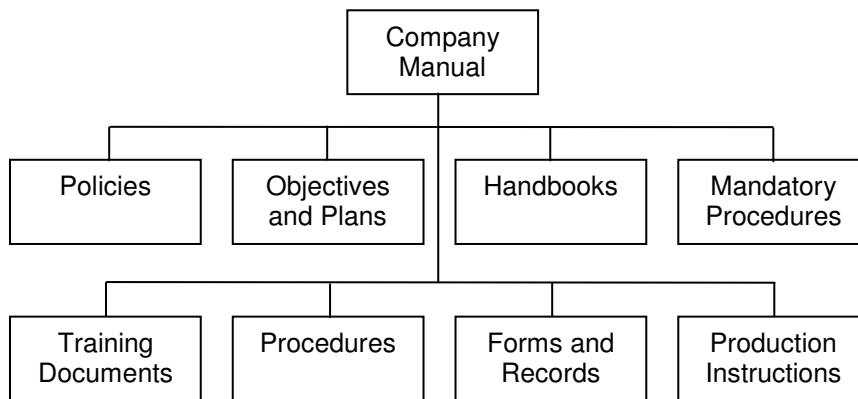Neil Owen   +44 (0) 1753 746700   nowen@speedboard.co.uk

Plans and Objectives…

Speedboard have published plans and objectives for the business in line with our policies.

The plans and objectives are reviewed formally at management reviews and additionally as often as the business dictates. An up to date copy can be found on our main notice boards.
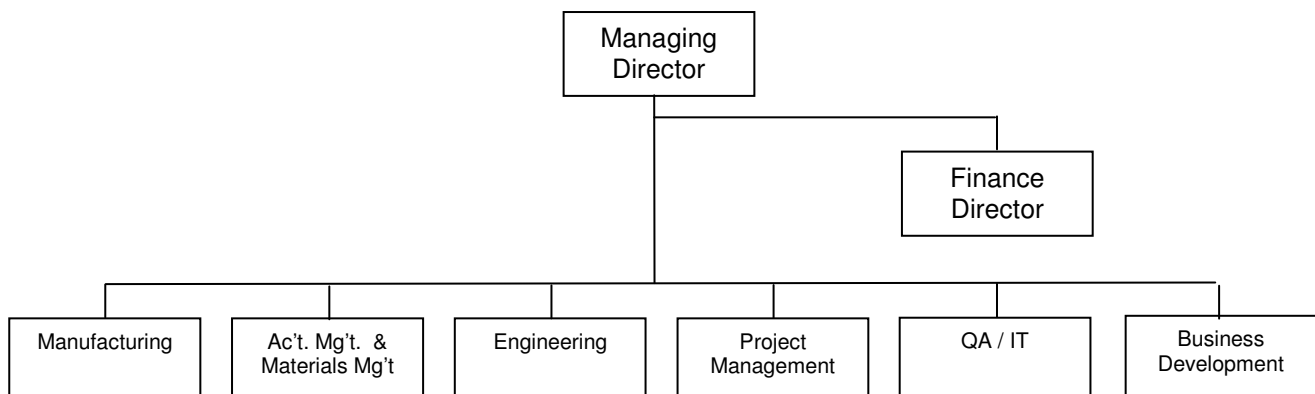
Documentation System…

The following chart depicts the hierarchy of our IMS. A full list of all documents is available on the company's intranet site.
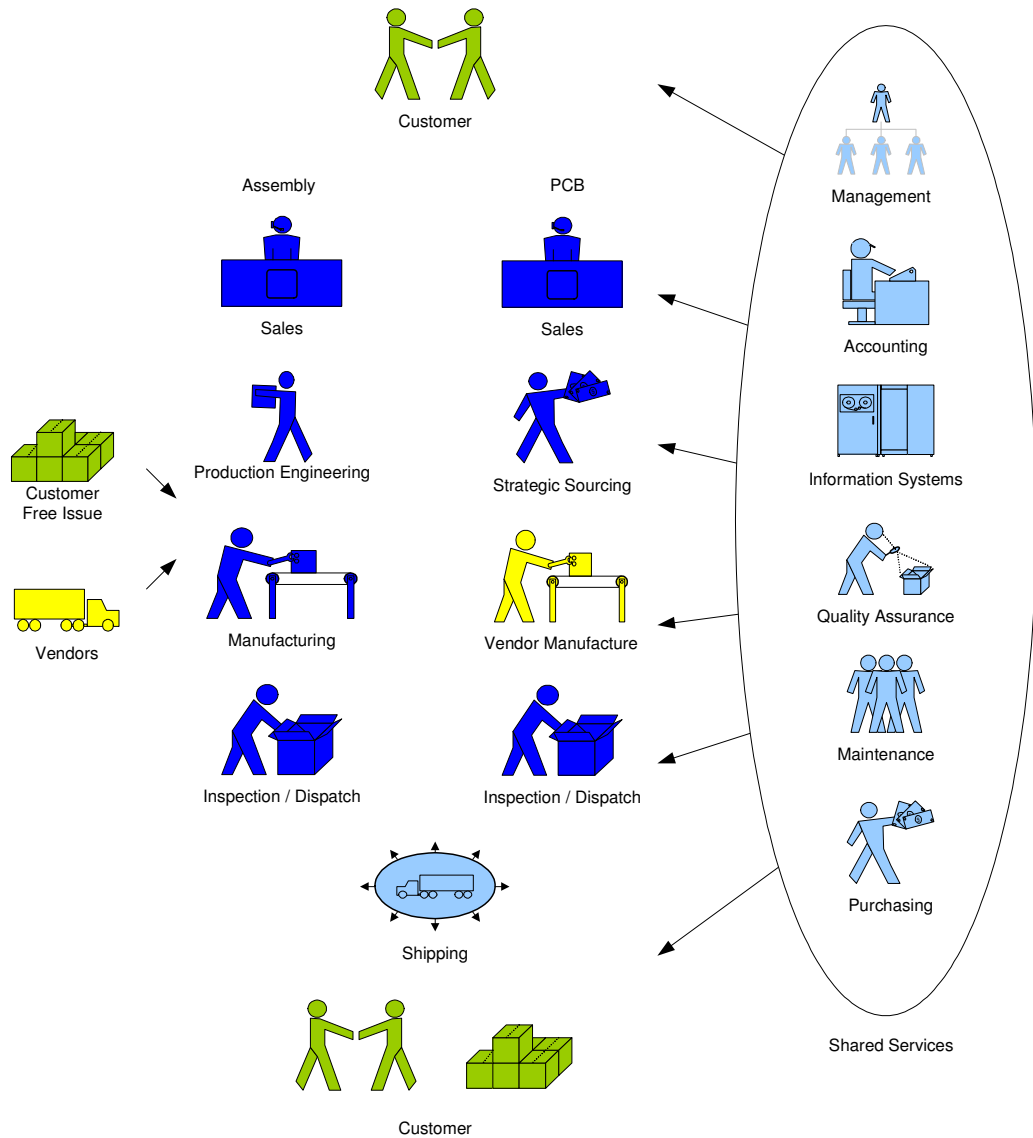
```
                    Company
                    Manual
        ┌─────────┬─────┴─────┬──────────┐
     Policies   Objectives  Handbooks  Mandatory
                and Plans              Procedures
        ┌──────────┬─────────┬──────────┐
     Training   Procedures  Forms and  Production
     Documents              Records    Instructions
```

Organisation…

The following chart depicts the hierarchy of our management team. A full organisation chart is available on the notice boards and intranet.

```
                    Managing
                    Director
                       │
                       ├──────────────┐
                       │          Finance
                       │          Director
   ┌─────────┬─────────┼─────────┬─────────┬─────────┐
Manufacturing  Ac't. Mg't. &  Engineering  Project   QA / IT  Business
              Materials Mg't               Management          Development
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Interaction…

The following charts illustrate the basic processes and the interactions with support departments, customers and suppliers.

Approval and Change History…

Agreed and Approved:

………………
Neil Owen

Change History:

1st Nov 2003

Issue 12
Re-written for ISO9001:2000 and for changes in line with the restructuring

1st April 2004

Issue 13
Updated to show Organisation structure, new ISO scope, Improved interaction chart and minor typing changes

4th Jan 2005

Issue 14
Updated SCS details and added in BSI registration number and scope.

1st April 2005

Issue 15
Updated Org chart, added Sales Director, added FS No on front cover.

3rd March 2006

Issue 16
Updated services and added Key Staff handbook, and changed pictures.

29th Jan 2008

Issue 17
Amended in light of structure and personnel changes

1st Apr 2008

Issue 18
Amended now that SCS has merged back into SAS

8th Nov 2010

Issue 19
Amended format, updated to ISO9001:2008, widened to an IMS to encompass additional standards.

1st July 2012

Issue 20
Updated company representative contacts. Amended Management structure chart

END