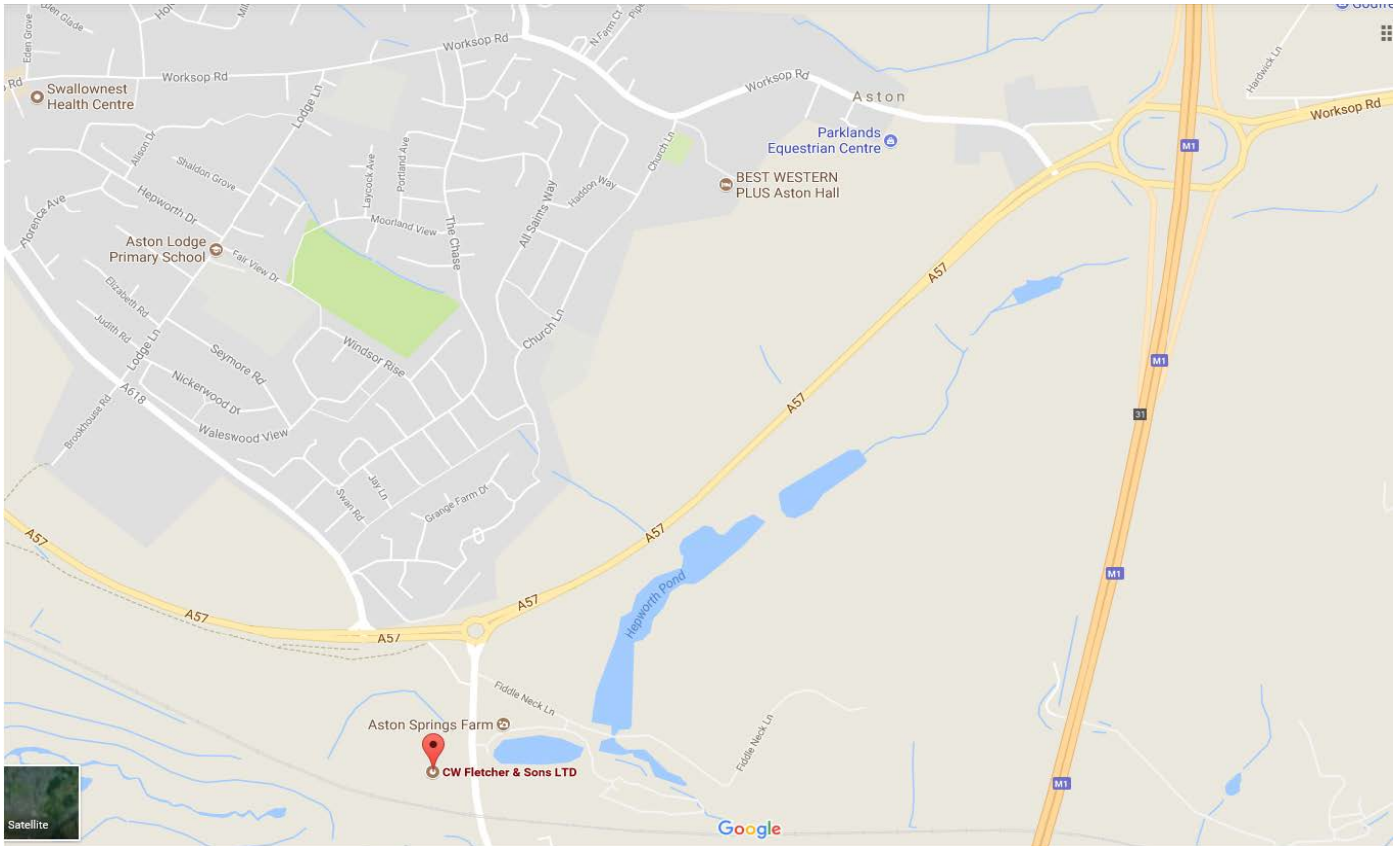


## C W FLETCHER VISITORS & CONTRACTORS PRE-VISIT INFORMATION



**Directions to CW Fletcher & Sons Ltd, Sterling Works, Mansfield Road, Wales Bar, Sheffield, S26 5PQ** (please note: when using a Sat Nav you will be directed past CWF, we are situated approximately ¼ mile past the A57 roundabout).

**Travelling on M1 Southbound** – Exit the M1 at junction 31, staying in the right hand lane on the slip road. Take the 3<sup>rd</sup> exit right onto A57 westbound. At the roundabout take the 1<sup>st</sup> exit left onto Mansfield Road, C W Fletcher is located on the right hand side, before the bridge, opposite Aston Springs Farm.

**Travelling on M1 Northbound** – Exit the M1 at junction 31, staying in the left hand lane on the slip road. Take the 1<sup>st</sup> exit left onto A57 westbound. At the roundabout take the 1<sup>st</sup> exit left onto Mansfield Road, C W Fletcher is located on the right hand side, before the bridge, opposite Aston Springs Farm.

### Safety on site

**Contractors** – If you will be completing work on site please ensure that you report to the gatehouse to fill in a permit to work before coming on site.

**PPE Visitors** on site must adhere to our PPE requirements. It is compulsory that safety glasses are worn at all times whilst within the production areas. When in the production area's please keep to the marked aisles unless you are wearing safety shoes.

**PPE Contractors** on site must adhere to our PPE requirements. It is compulsory that safety glasses and safety shoes are worn at all times whilst within the production areas.

**Fire evacuation procedure** – On hearing the fire alarm, please vacate the building at the nearest exit and report to;  
Contractors - The hard standing to the rear of the gatehouse.

Visitors – The fire assembly point in the front car park opposite reception.

**International Traffic in Arms Regulations (ITAR)** is a United States regulatory regime to restrict and control the export of defense and military related technologies to safeguard U.S. national security. As C W Fletcher complies with the ITAR any classified information, technical data or defence article (defined by its inclusion on the U.S. Munitions List), is subject to export control under the ITAR.

In order to further enforce these regulations, photographic, scanning or copying equipment (e.g. mobile devices) are restricted and therefore will be placed in a tamper proof bag and will not be allowed in the production areas. If you are going to require access to any electronic device whilst in production areas due to the nature of your visit you will need to ensure details are included in your permit to work and that this is signed off by a member of CW Fletcher staff.

Please be advised that upon signing into CW Fletcher you will be asked to confirm your country of birth and nationality and provide photographic identification (in the form of a drivers licence or passport) in line with these regulations. If you are unwilling or unable to provide evidence of these or if your nationality/country of birth does not feature on the list provided then please be aware that this may restrict your access to certain areas of site.

Due to data protection laws, please do not email or send a scanned version of your passport or driving license in advance of your visit, but ensure you bring it with you as evidence on the day of your visit.

**Mobile Phones**

Please be aware that access to your mobile phone will be restricted whilst on site.

Contractors – Please leave your phone in the gatehouse on signing into CW Fletcher – should you need your mobile phone to complete work on CW Fletcher site then special measures will be taken to allow this. Mobile phones will not be allowed to be left in your vehicle.

Visitors – Please leave your phone with our receptionist or in your vehicle (so long as it is parked in a visitors bay in the car park at the front of our main office building). Should you need your mobile phone to complete work on CW Fletcher site then special measures will be taken to allow this.

**Non-Disclosure Statement**

In relation to any ITAR controlled data; by signing this agreement you confirm that any data shared with you on your visit or that you may accidentally come across shall;

- a. not be further disclosed, re-exported, or transferred in any way to any persons that is not an employee of CW Fletcher & Sons Ltd.
- b. only be used in such a capacity as is necessary to carry out your duties in relations to work at CW Fletcher & Sons Ltd.

By signing below you agree that you will comply with the regulations outlined in this document, if you do not comply you will be held personally liable for any damage, physical or otherwise to CW Fletcher & Sons Ltd.

Please print, sign and date below to acknowledge that you have read and understood the above statements and email to [exportcontrol@cwfletcher.co.uk](mailto:exportcontrol@cwfletcher.co.uk), alternatively hand this sheet into reception on your visit.

First Name (Print)..... Surname (Print).....

Signature.....\*    Date.....    Company (Print).....

\*Please note that this needs to be a handwritten signature, and not an automated signature, to allow processing of your paperwork

**C W FLETCHER VISITORS & CONTRACTORS COMPLIANCE CHECKLIST**

**Visitor Details**

Full Name (print): .....  
(please give your full name, including middle names, as it appears on your driving licence or passport).

Company (Print)..... Visit Date.....

Country of birth \_\_\_\_\_

Nationality \_\_\_\_\_

Dual Nationality                                      Yes                                       No

If Yes please give details \_\_\_\_\_

**I will not take any photographic, scanning or copying equipment (e.g. mobile devices) with me into the production area, other than those listed as required for the purpose of this visit in the permit to work.**

**Individual under the age of 18:**

Please sign and date below to acknowledge that the information above is complete and correct.

Signature.....\*                                      Date.....

**Parent or Guardian:**

Please sign and date below to acknowledge that the information above is complete and correct. As the parent or guardian, by signing here you are confirming that all information included on this document is correct to the best of your knowledge.

Signature.....\*                                      Date.....

Relationship to Signee .....

\*Please note that this needs to be a handwritten signature, and not an automated signature, to allow processing of your paperwork

**Completed by CWF Staff**

Visitors & contractors pre-visit information form completed and received

Drivers Licence/Passport checked for evidence of place of birth/nationality

Permit to work completed and received - check that the details and reasons for devices required on the shop floor make sense.

Name (Print)..... Signature.....

Date.....

Countries Allowed under our MLA		
NATO	EU	Other
Albania		
		Australia
	Austria	
Belgium	Belgium	
Bulgaria	Bulgaria	
Canada		
Croatia	Croatia	
	Republic of Cyprus	
Czech Republic	Czech Republic	
Denmark	Denmark	
Estonia	Estonia	
	Finland	
France	France	
Germany	Germany	
Greece	Greece	
Hungary	Hungary	
	Ireland	
Iceland		
Italy	Italy	
		Japan
Latvia	Latvia	
Lithuania	Lithuania	
Luxembourg	Luxembourg	
	Malta	
Montenegro		
Netherlands	Netherlands	
		New Zealand
Norway		
Poland	Poland	
Portugal	Portugal	
Romania	Romania	
Slovakia	Slovakia	
Slovenia	Slovenia	
Spain	Spain	
	Sweden	
		Switzerland
Turkey		
United Kingdom	United Kingdom	
United States		