



Ministry of  
**JUSTICE**

**MINISTRY OF JUSTICE SPECIFICATION DOCUMENT**  
**The Supply of Raw Metal Materials**

**SUMMARY**

This document describes the requirement for the Supply of Raw Metal Materials, for use by the Ministry of Justice Public Sector covering all requirements of Prisons in England and Wales.

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## CONTENTS

SECTION 1:	.....
1.1	Introduction .....
1.2	Background and Overview of Requirements.....
1.3	Scope of Requirements.....
1.4	Values & Volumes .....
SECTION 2 - DETAILED REQUIREMENTS - LOT SPECIFIC INFORMATION	
2.1.1	Lot 1 - Stainless Steel Sheet, Tube and Bar and Aluminium
2.1.2	Lot 2 - Sheet/Plate Steel
2.1.3	Lot 3 - Steel Welded Wire Mesh
2.1.4	Lot 4 - Mild Steel Bar, Strip, Angle and Hollow Section
2.1.5	Lot 5 - Electric Resistance Welded (ERW) Tube and Hollow Section
SECTION 3 - CONTRACT SPECIFIC REQUIREMENTS	
3.1	Conformance with Specification
3.2	Delivery .....
3.3	Delivery Discrepancies .....
3.4	Substitute Items.....
3.5	Returns .....
3.6	Material Traceability .....
3.7	Quality.....
3.8	Quality Management .....
3.9	Complaints Procedure.....
3.10	Compliant Invoice Submission.....
SECTION 4 - KEY PERFORMANCE INDICATORS	
SECTION 5: CONTRACT MANAGEMENT .....	
SECTION 6: GENERAL REQUIREMENTS.....	
6.1	Sub-Contracting .....
6.2	Social and Environmental Requirements.....
6.3	Contingency Planning & Disaster Recovery .....
6.4	Flexibility, Innovation and Continuous Improvement.....
APPENDIX A – FULL DETAILS OF ENGINEERING WORKSHOPS .....	
APPENDIX B – FULL PRISON ESTABLISHMENT MAP .....	
APPENDIX C - HMPPS GATE RESTRICTIONS.....	
APPENDIX D - POSSESSION OF PROHIBITED ITEMS AND OTHER RELATED OFFENCES	
APPENDIX E – TRANSPORT MANAGERS AND DRIVERS’ HANDBOOK .....	
ANNEX 1: NOTICE AT THE ENTRANCE OF AN ESTABLISHMENT .....	
ANNEX 2: LIST OF PROHIBITED AND CONTROLLED ITEMS .....	

## SECTION 1

### 1.1 Introduction

- 1.1.1 The Ministry of Justice (MoJ) and our Executive Agencies which includes Her Majesty's Prison and Probation Service (HMPPS) organisation and Public Sector Prison Industries (PSPI), referred to as The Authority have the responsibility to provide essential employment places for prisoners and opportunities for them to gain skills, qualifications and work experience to improve their employment prospects upon release with the overall aim of reducing re-offending.
- 1.1.2 PSPI manage industries in 95 public sector prisons in England and Wales, and in some of the private sector prisons, and currently operate 465 workshops employing circa 1060 staff and around 15000 prisoners and detainees. Our main industries include:
- **Redacted Textile workshops**
  - **Land Based Activities. Redacted**
  - **Horticultural Activity Redacted**
  - **Engineering and Windows Redacted**
  - **plastics Redacted**
  - **print production workshops Redacted**
  - **woodwork Redacted**
  - **Food Packing Services Redacted**
  - **Industrial laundries Redacted**
  - **other Government Departments**

### 1.2 Background and Overview of Requirements

- 1.2.1 PSPI Engineering Industry currently has a turnover of around **Redacted**. The industrial workshops provide products for the internal market and contribute to the prison estate, quality of care to the prison population and to their families. Prison Service workshops supply around **Redacted** products per annum. This Specification focuses on supplying raw metal materials for the "Engineering Sector" arm of PSPI operations.
- 1.2.2 **Redacted**
- 1.2.3 This Specification relates to a Contract for the Supply and Delivery of Engineering Raw Metal Materials covering various grades, form and sizes. The information contained within this document forms the basis of the criteria against which Supplier performance will be measured.
- 1.2.4 The MOJ and PSPI workshops operate in an environment of continuous improvement. To this end, the Supplier(s) should also:
- Work strategically and collaboratively with all stakeholders and their supply chain to assist in achieving an ongoing increase in performance and targets; and
  - Work innovatively in collaboration with all stakeholders and their supply chain in order to identify areas for improvement in the supply of Raw Metal Materials outlined in this specification.
- 1.2.5 Suppliers will be required to source, stock and deliver as requested across the PSPI estate, a range of raw materials as outlined in this document.
- 1.2.6 To ensure the Authority can meet its obligations, Suppliers will be required to provide a flexible approach to the addition/removal of products stated within this document required

for all stakeholders to carry out their roles, any items added shall be priced in accordance to those in the original range.

- 1.2.7 Suppliers shall be required at all times to fulfil orders placed by the Authority within the agreed lead-times contained within this document and/or quotation request forms, these lead times will form part of the Suppliers KPI's.
- 1.2.8 Suppliers shall utilise their specialist knowledge of developments and innovation in the market to help the Authority to identify areas for cashable cost savings and offer improvements or alternative products, which may enhance performance, improve delivery or offer financial savings.

### 1.3 Scope of Requirements

- 1.3.1 This provision relates to Raw Metal Materials and associated Goods being provided against a Contract, between the Supplier(s) and the Ministry of Justice.
- 1.3.2 Wherever any British Standard is referred to in these Documents, equivalent or International Standards may be submitted
- 1.3.3 These requirements will be delivered through a Contract consisting of five Lots, described as follows:
- **Lot 1 – Stainless Steel, Tube and Bar and Aluminium**  
This Lot covers the supply of Stainless Steel Sheet, Tube and Bar and Aluminium
  - **Lot 2 – Sheet / Plate Steel**  
This Lot covers the supply of mild steel sheet and plate in a variety of thicknesses, sizes and finishes.
  - **Lot 3 – Steel Welded Wire Mesh**  
This Lot covers the supply of weld mesh products in a variety of profiles and sizes.
  - **Lot 4 – Mild Steel Bar, Strip and Hollow Section**  
This Lot covers bar stock and includes black mild steel.
  - **Lot 5 - Electric Resistance Welded (ERW) Tube**  
This Lot covers the supply of ERW tube in a range of sizes and shapes.
- 1.3.4 Each Lot is described further in section 2 of this specification, providing grades and product sizes. Any tolerance if not noted in the relevant Lot Specification will be against British Standards or Industry Standards
- 1.3.5 The Contract shall be for a duration of 6 years. Orders placed near the end of the term will continue until they are completed in full, even if this exceeds the Contract duration.
- 1.3.6 Places on the Contract for each lot will be awarded to a maximum **of two** suppliers subject to the receipt of sufficient number of compliant tenders.
- 1.3.7 Suppliers may submit a tender to deliver raw material, on one, several or all lots. Suppliers will be required to indicate which Lots they are bidding for.
- 1.3.8 Suppliers may be awarded a place on any number of lots.
- 1.3.9 Orders will be placed according to the suppliers' final ranking of their overall tender scores per Lot. The supplier who receives the most favourable tender score will be the first choice supplier and orders will be placed directly with them in the first instance. Where they are unable to meet the requirement to the satisfaction of the Authority, including the specified lead time, the Authority will contact the Supplier with the second most favourable tender score to determine whether they are able to fulfil the order. If a Supplier proposes an alternative solution which is acceptable to the Authority, an order may be placed without the need to seek quotations from any remaining suppliers.

- 1.3.10 A list of current and planned locations for engineering workshops and activities carried out is provided at **Redacted**
- 1.3.11 All products are to be delivered using secure banding. Suppliers will be requested to supply details (word diagram format) of their banding together with copy of relevant section of their H&SE manual.
- 1.3.12 The sourcing of requirements not covered by the core list of items in the Pricing Schedules, will be completed via the contracted Supplier(s) of the Lot(s) they have been awarded, using a request for Quotations, applying the same evaluation criteria as stated in the Tender Documents.

#### **1.4 Value & Volumes**

- 1.4.1 Historical spend on like for like material and services is provided below, this is an indication of the potential spend, however, the Authority provides no guarantees of volumes, monetary commitment or future requirements whatsoever, all quantities provided within this document are historical usage figures over the last four years and are provided for illustration purposes only. Volume and therefore spend are affected by demand for the goods that are required operationally for the various stakeholders.

**Redacted**

## SECTION 2 DETAILED REQUIREMENTS – LOT SPECIFIC INFORMATION

2.1 This requirement relates to the supply of Raw Metal Materials to the HM Prison workshops against each of the following Lots:

### 2.1.1 Lot 1: Stainless Steel Sheet, Tube and Bar and Aluminium

The Supplier shall provide materials in a variety of types, grades, and sizes. to all engineering workshops across the prison estate. For a full list of workshops see Appendix A. Products supplied must conform to the following standards/grades or equivalent:

- EN10204 – Grade 304

The batch number must be clearly marked on the delivered material, and all paperwork. Type 3.1 certificates must accompany all deliveries, clearly identifying the description, grade, and batch number.

### *Product Sizes for Lot 1 Stainless Steel Sheet, Tube and Bar and Aluminium*

DESCRIPTION	UNIT OF MEASURE
<b><u>Stainless Steel Sheet</u></b>	
2000 x 1000 x 1.5mm	Sheet
2500 x 1250 x 1.5mm	Sheet
2000 x 1000 x 1.2mm	Sheet
3000 x 1500 x 1.5mm	Sheet
2000 x 1000 x 2mm	Sheet
2500 x 1250 x 2mm	Sheet
2000 x 1000 x 3mm	Sheet
<b><u>Stainless Steel Tube</u></b>	
12.7 Dia NB 40mm long Radius Weld Elbow 2mm wall thickness	Each
22 x 2mm	Metre
25 x 1.5mm	Metre
38.1 x 1.5mm	Metre
40 x 1.5mm	Metre
<b><u>Stainless Steel Structural Hollow Section</u></b>	
25 x 25 x 1.5mm	Metre
35 x 35 x 1.5mm	Metre
20 x 20 x 2mm	Metre
25 x 25 x 2mm	Metre
35 x 35 x 2mm	Metre
40 x 40 x 2mm	Metre
70 x 70 x 3mm	Metre
80 x 80 x 3mm	Metre
50 x 30 x 2mm	Metre
50 x 30 x 3mm	Metre
<b><u>Stainless Steel Flat Bar</u></b>	
25 x 3mm	Metre
40 x 3mm	Metre
20 x 5mm	Metre
50 x 5mm	Metre
40 x 6mm	Metre

<b><u>Stainless Steel Round Bar</u></b>	
5mm Diameter	Metre
6mm Diameter	Metre
12mm Diameter	Metre
18mm Diameter	Metre
40mm Diameter	Metre
<b><u>Stainless Steel Angle</u></b>	
60 x 30 x 5	Metre
50 x 50 x 5	Metre
<b><u>Aluminium Sheet</u></b>	
2000 x 1000 x 1mm	Sheet
2000 x 1000 x 1.5mm	Sheet
3000 x 1500 x 1.5mm	Sheet
2000 x 1000 x 5mm	Sheet
2500 x 1250 x 5mm	Sheet

### 2.1.2 Lot 2: Sheet / Plate Steel

The Supplier shall provide mild steel sheet and plate products in a variety of thicknesses, sizes and quantities to be delivered to all engineering workshops across the prison estate. For a full list of workshops see Appendix A. Products supplied must conform to the following standards/grades or equivalent:

- Prime Quality Mild Steel Plate – HR4 – BS EN 10111
- Prime Quality Mild Steel Sheet - CR4 - BS EN 10130

Tolerances for cut blanks will need to be +/- .5mm sheet size. If tighter tolerances are required these will be stipulated at the point of order.

The batch number must be clearly marked on the delivered material, and all paperwork

Type 3.1 certificates must accompany all deliveries, clearly identifying, description, grade, and batch number.

**Product Sizes for Lot 2 Mild Steel Sheet and Plate**

DESCRIPTION	SQ. METRES PER SHEET	UNIT OF MEASURE
Mild Steel Sheet, CR4, 2500 x 972 x 0.5mm	2.43 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 0.5mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 0.5mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 0.7mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 0.7mm	3.125 Sq M	Sheet
Mild steel sheet, CR4, 2000 x 1000 x 0.8mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1250 x 0.8mm	2.5 Sq M	Sheet
Mild Steel Sheet, CR4, 1200 x 1000 x 0.9mm	1.2 Sq M	Sheet
Mild Steel Sheet, CR4, 1250 x 1250 x 0.9mm	1.56 Sq M	Sheet
Mild Steel Sheet, CR4, 1400 x 1000 x 0.9mm	1.4 Sq M	Sheet
Mild Steel Sheet, CR4, 1400 x 1250 x 0.9mm	1.75 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1250 x 0.9mm	2.5 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 0.9mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1250 x 1.0mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 1075.7 x 575.7 x 1.2mm	0.618 Sq M	Sheet
Mild Steel Sheet, CR4, 1250 x 1250 x 1.2mm	1.56 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 1.2mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 1.2mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1250 x 1.2mm	2.5 Sq M	Sheet
Mild Steel Sheet, CR4, 1250 x 1250 x 1.5mm	1.56 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 1.5mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 1330 x 940 x 1.6mm	1.25 Sq M	Sheet
Mild Steel Sheet, CR4, 1350 x 1000 x 1.6mm	1.35 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 1.6mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 1.6mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 3000 x 1500 x 1.6mm	4.5 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 2.0mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2200 x 1000 x 2.0mm	2.2 Sq M	Sheet
Mild Steel Sheet, CR4, 1250 x 1250 x 2.0mm	1.56 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 2.0mm	3.125 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 2.5mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2000 x 1000 x 3.0mm	2 Sq M	Sheet
Mild Steel Sheet, CR4, 2500 x 1250 x 3.0mm	3.125 Sq M	Sheet
Mild Steel Sheet, HR4, 2000 x 1000 x 5.0mm	2 Sq M	Sheet



### 2.1.3 Lot 3: Steel Welded Wire Mesh

Suppliers shall provide weld mesh products in a variety of profiles and sizes to be delivered to all engineering workshops across the prison estate. For a full list of workshops see Annex A. Products supplied must conform to the following standards/grades or equivalent:

- Mild Steel Weldmesh - BS EN 10223-4
- Mild Steel Weldmesh Galvanised - BS EN 10222-2

The batch number must be clearly marked on the delivered material, and all paperwork.

Type 3.1 certificates must accompany all deliveries, clearly identifying the description, grade, and batch number.

#### ***Product Sizes for Lot 3 – Weld Mesh***

Description	Sheet Size	Unit of measure
Mild Steel Weldmesh 25x25x8swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 50x50x8swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 25x25x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 25x25x16swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 40x40x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 12x12x16swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 50x50x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 76x13x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 76x76x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 100x100x10swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 25x25x12swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 40x40x12swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 50x50x12swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 76x13x12swg	1 M x 2 M	Sheet
Mild Steel Weldmesh 100x100x6mm	1 M x 2 M	Sheet
Mild Steel Weldmesh 76x76x10swg	.928 M x .775 M	Sheet
Mild Steel Weldmesh 76x76x10swg	1.170 M x .928 M	Sheet

#### 2.1.4 Lot 4: Mild Steel Bar, Strip, Angle, and Hollow Section

Suppliers shall provide mild steel bar, strip, angle, and hollow section products in a variety of profiles and sizes to be delivered to all engineering workshops across the prison estate. For a full list of workshops see Annex A. Products supplied must conform to the following standards/grades or equivalent:

- Mild Steel Angle Equal - EN 10025 S275JR
- Mild Steel Angle Unequal - EN 10025 S275JR
- Mild Steel Bright Bar (Flat) - BS EN970 080A15/070M20
- Mild Steel Bright Bar (Round) - BS EN970 080A15/070M20
- Mild Steel Bright Bar (Square) - BS EN970 080A15/070M20
- Mild Steel Black Channel - EN10025 S275JR
- Mild Steel Black Bar (Flat) - EN10025 S275JR
- Mild Steel Black Bar (Round) - EN10025 S275JR
- Mild Steel Black Bar (Square) - EN10025 S275JR
- Mild Steel Black Tee Section - EN10025 S275JR
- Mild Steel Tread Plate - EN10025 S275JR
- Mild Steel RS Joist - EN10219 (S235/S275/S355)
- Mild Steel Structural Hollow Section (Circular) - EN10219 (S235/S275/S355)
- Mild Steel Structural Hollow Section (Rectangular) - EN10219 (S235/S275/S355)
- Mild Steel Structural Hollow Section (Square) - EN10219 (S235/S275/S355)
- Mild Steel Universal Beam - EN10219 (S235/S275/S355)
- Mild Steel Universal Column - EN10219 (S235/S275/S355)

Type 3.1 certificates must accompany all deliveries, clearly identifying the description, grade, and batch number.

The batch number must be clearly marked on the delivered material, and all paperwork.

#### ***Product Sizes for Lot 4 – Mild Steel Bar, Strip, Angle and Hollow Section***

<b>MILD STEEL ANGLE EQUAL S275JR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
20 x 20 x 3mm	6.4	Bar
25 x 25 x 3mm	6.4	Bar
30 x 30 x 5mm	6.4	Bar
40 x 40 x 4mm	6.4	Bar
40 x 40 x 6mm	6.4	Bar
45 x 45 x 5mm	6.4	Bar
50 x 50 x 3mm	6.4	Bar
50 x 50 x 5mm	6.4	Bar
50 x 50 x 6mm	6.4	Bar
50 x 50 x 8mm	6.4	Bar
60 x 60 x 6mm	6.4	Bar
60 x 60 x 8mm	6.4	Bar
70 x 70 x 6mm	6.4	Bar
75 x 75 x 6mm	6.4	Bar
75 x 75 x 8mm	6.4	Bar
80 x 80 x 10mm	6.4	Bar

<b>MILD STEEL ANGLE - UNEQUAL S275JR</b>	<b>Standard Length</b>	<b>UOM</b>
50 x 40 x 5mm	6.4	Bar
100 x 50 x 6mm	6.4	Bar
100 x 75 x 10mm	6.4	Bar
<b>MILD STEEL BRIGHT FLAT BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
30 x 6mm	4	Bar
32 x 5mm	4	Bar
75 x 12mm	4	Bar
100 x 10mm	4	Bar
<b>MILD STEEL BRIGHT ROUND BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
10mm Diameter	4	Bar
16mm Diameter	4	Bar
18mm Diameter	4	Bar
20mm Diameter	4	Bar
22mm Diameter	4	Bar
45mm Diameter	4	Bar
60mm Diameter	4	Bar
65mm Diameter	4	Bar
70mm Diameter	4	Bar
<b>MILD STEEL BRIGHT SQUARE BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
30mm (EN1A LEADED)	4	Bar
45mm	4	Bar
55mm	4	Bar
60mm	4	Bar
<b>MILD STEEL BLACK CHANNEL</b>	<b>Standard Length Metres</b>	<b>UOM</b>
76x38mm 6.70Kg/Metre	6.4	Bar
150x75mm 14.90Kg/Metre	6.4	Bar
<b>MILD STEEL BLACK FLAT BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
16 x 3mm	6.4	Bar
20 x 3mm	6.4	Bar
20 x 5mm	6.4	Bar
20 x 6mm	6.4	Bar
25 x 3mm	6.4	Bar
25 x 5mm	6.4	Bar
25 x 6mm	6.4	Bar
25 x 10mm	6.4	Bar
25 x 12mm	6.4	Bar
30 x 5mm	6.4	Bar
30 x 10mm	6.4	Bar
40 x 3mm	6.4	Bar

<b>MILD STEEL BLACK FLAT BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
40 x 5mm	6.4	Bar
40 x 6mm	6.4	Bar
40 x 8mm	6.4	Bar
50 x 5mm	6.4	Bar
50 x 6mm	6.4	Bar
50 x 8mm	6.4	Bar
50 x 10mm	6.4	Bar
50 x 12mm	6.4	Bar
50 x 20mm	6.4	Bar
60 x 5mm	6.4	Bar
60 x 6mm	6.4	Bar
60 x 10mm	6.4	Bar
60 x 12mm	6.4	Bar
65 x 12mm	6.4	Bar
70 x 5mm	6.4	Bar
70 x 6mm	6.4	Bar
70 x 12mm	6.4	Bar
70 x 20mm	6.4	Bar
100 x 5mm	6.4	Bar
100 x 6mm	6.4	Bar
100 x 8mm	6.4	Bar
100 x 10mm	6.4	Bar
100 x 25mm	6.4	Bar
150 x 6mm	6.4	Bar
150 x 10mm	6.4	Bar
150 x 12mm	6.4	Bar
200 x 6mm	6.4	Bar
200 x 10mm	6.4	Bar
250 x 10mm	6.4	Bar
<b>MILD STEEL BLACK ROUND BAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
6mm Diameter	6.4	Bar
8mm Diameter	6.4	Bar
10mm Diameter	6.4	Bar
12mm Diameter	6.4	Bar
16mm Diameter	6.4	Bar
20mm Diameter	6.4	Bar
30mm Diameter	6.4	Bar
<b>MILD STEEL - STRUCTURAL HOLLOW SECTION - CIRCULAR - HOT ROLLED</b>	<b>Standard Length Metres</b>	<b>UOM</b>
26.97 x 3mm	7.5	Hollow Section
33.7 x 2.5mm	7.5	Hollow Section
33.7 x 3mm	7.5	Hollow Section
76.1 x 3mm	7.5	Hollow Section
114.3 x 3.6mm	7.5	Hollow Section

<b>MILD STEEL - STRUCTURAL HOLLOW SECTION - RECTANGULAR - HOT ROLLED</b>	<b>Standard Length Metres</b>	<b>UOM</b>
60 x 40 x 2.5mm	7.5	Hollow Section
60 x 40 x 3mm	7.5	Hollow Section
80 x 40 x 3mm	7.5	Hollow Section
<b>MILD STEEL - STRUCTURAL HOLLOW SECTION - SQUARE - HOT ROLLED</b>	<b>Standard Length Metres</b>	<b>UOM</b>
25 x 25 x 3mm	7.5	Hollow Section
30 x 30 x 3mm	7.5	Hollow Section
40 x 40 x 3mm	7.5	Hollow Section
50 x 50 x 3mm	7.5	Hollow Section
50 x 50 x 5mm	7.5	Hollow Section
80 x 80 x 5mm	7.5	Hollow Section
60 x 60 x 4mm	7.5	Hollow Section

### 2.1.5 Lot 5: Electric Resistance Welded (ERW) Tube & Hollow Section

Suppliers will be required to provide ERW materials in a range of sizes and shapes to be delivered to all engineering workshops within the prison estate, for a full list see Appendix A. The products supplied must conform with the below standards/grades or equivalent:

- Mild Steel Tube ERW Circular - BS EN10305/3E220
- Mild Steel Tube ERW Rectangular - BS EN10305/5E220
- Mild Steel Tube ERW Square - BS EN10305/5E220
- Mild Steel Tube Cold Drawn (Seamless) - BS EN10305/3E220

Mill certificates must accompany all deliveries, clearly identifying the description, grade, and batch number.

The batch number must be clearly marked on the delivered material.

Specific requirements for supplying and delivering mild steel ERW tube.

#### **Redacted**

All other ERW products to be supplied as specified in the below table.

#### ***Product Sizes lot 5 mild steel ERW***

<b>MILD STEEL - ERW - CIRCULAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
12.7 x 1.5	6.1	Bars
16 x 1.5	6.1	Bars
16 x 2.03	6.1	Bars

19.05 x 1.22	6.1	Bars
20 x 2.03	6.1	Bars
22.22 x 1.22	6.1	Bars
22.22 x 1.5	6.1	Bars
26.19 x 2.64 Cold Drawn Seamless	6.1	Bars
31.75 x 2.64 Cold Drawn Seamless	6.1	Bars
<b>MILD STEEL - ERW - RECTANGULAR</b>	<b>Standard Length Metres</b>	<b>UOM</b>
38.1 x 19 x 1.5	6.1	Bars
40 x 20 x 2.03	6.1	Bars
<b>MILD STEEL - ERW - SQUARE</b>	<b>Standard Length Metres</b>	<b>UOM</b>
25 x 25 x 1.2	6.1	Bars

## SECTION 3 - Contract Specific Requirements

### 3.1 Conformance with Specification

- 3.1.1 All material will be provided with a guarantee of grade, specification and quality. Material provided that does not meet the required quality will need to be replaced with no additional costs incurred by the Authority.
- 3.1.2 Any material identified as sub-standard and has had any value added process carried out, may be included in the warranty claim to cover all additional costs incurred.
- 3.1.3 The Supplier warrants that all repairs and replacements will be carried out with due diligence and professionalism, according to any specification requirements for the grade of material.
- 3.1.4 It may be necessary that material needs to be repaired. The PSPI workshop may wish to carry out these repairs in house or locally, providing the relevant qualified personnel are available to carry out the repairs, this may include but not limited to, weld repairs. Any cost incurred whilst carrying out these repairs will be fully back charged to the supplier.

### 3.2 Delivery

- 3.2.1 All delivery costs are to be met by the Supplier and should be reflected in their pricing proposal. No separate delivery charges will be paid.
- 3.2.2 **Redacted**
- 3.2.3 Delivery arrangements should be agreed with individual establishments prior to delivery of an order.
- 3.2.4 **Redacted**
- 3.2.5 **Redacted**
- 3.2.6 **Redacted**
- 3.2.7 **Redacted**
- 3.2.8 The Supplier shall comply with the requirements relating to the restriction of items allowed to be brought into a Site. Appendix D provides details of the full list of restricted items.

- 3.2.9 The Authority shall state on any Purchase Order when the delivery is required, however, the Supplier guarantees that goods can be delivered within the lead-times identified within this document.
- 3.2.10 The Authority may add delivery locations as required throughout the life of this Contract e.g. other establishments in England and Wales. There may be a requirement to provide Goods to such locations and where this is a requirement, these shall be delivered within the term of this Contract. Notification of any such sites shall be communicated to the Supplier. There will be no additional delivery costs to these establishments.
- 3.2.11 Each delivery consignment shall contain a delivery note and shall be attached to the order. This shall contain relevant information to identify and audit the relevant delivery. As a minimum, the delivery note shall include:
- The purchasing organisations official purchase order number.
  - Delivery address.
  - Account number.
  - Line product detail including pack size and quantity.
  - The manufacturing unique batch / melt number.
  - Number of cartons in consignment.
- 3.2.12 A type 3.1 test certificate according to BS EN 10204:2004 must be provided with each delivery note. Failure to supply this certificate may result in the delivery being rejected. No additional charges will be incurred by the Authority for the supply of any certificates up to type 3.1.

### **3.3 Delivery Discrepancies**

- 3.3.1 In the event of the Authority experiencing a delivery discrepancy (i.e. full order not fulfilled), this shall be communicated to the Supplier by telephone or email, identifying the original purchase order number and business location as a reference. The Supplier shall investigate the matter and re-supply the Goods. The Supplier shall be liable for the cost of collection and re-delivery for discrepancies.
- 3.3.2 The Authority does accept that due to the nature of the product, there may be slight differences in the lengths ordered and the lengths delivered. There is a defined tolerance of 2% and orders within this tolerance level will be deemed complete.
- 3.3.3 Where the Supplier claims that delivery has taken place, the Authority shall require a legible proof of delivery to ascertain a delivery has been made in the event of a dispute.
- 3.3.4 Where the Supplier and Authority are in dispute, this shall be escalated to the Authority category manager for discussion with the Supplier(s) contract manager.

### **3.4 Substitute Items**

- 3.4.1 Substitute grades shall not be despatched without the expressed permission of the workshop placing the order via written authorised concession. Concessions can only be authorised by designated engineers nominated by each workshop, a list is provided in Appendix A.
- 3.4.2 In the event of a concession being authorised and the product code, line description or price is different, the Supplier(s) shall advise the local business unit to cancel the order and re-submit the purchase order under the correct description, code and price to facilitate electronic invoice matching.

- 3.4.3 Any concessional items must without exception comply with the minimum item specification or standards set out in the contract.

### **3.5 Returns**

- 3.5.1 In the event that goods are to be returned to the Supplier, where the Goods do not meet the required quality or where the Goods do not meet the Requirements stated within the Purchase Order, said Goods shall be collected by the Supplier and re-delivered at their own expense.
- 3.5.2 The Supplier must accept returns within 28 days of the delivery date where items are returned by the Authority unused, in a saleable condition, with their original packaging and with all component parts and any promotional items.

### **3.6 Material Traceability**

- 3.6.1 All metal supplied under this contract must have full traceability back to the manufacturing mill and be supplied with heat / batch number identification.

### **3.7 Quality**

- 3.7.1 Where the Goods supplied do not meet the quality requirements referred to in this document, the Authority shall notify the Supplier in writing, detailing the Quality concerns (i.e. damaged goods, Goods do not meet the quality requirements)
- 3.7.2 Within 48 hours receipt of the Quality discrepancy, the Supplier shall contact the Authority to discuss, and will be expected to resolve the issue within 5 working days of this discussion taking place. Where the Supplier agrees the Goods do not meet the required standard of quality, the Supplier shall replace such items and collect the disputed Goods at their own expense.
- 3.7.3 Where the Supplier and Authority cannot agree an appropriate solution, the issue shall be escalated to the Authority Category Manager and Supplier Contract Manager for resolution.
- 3.7.4 Where there is problem with the product identified by the Supplier that necessitates product recall these should be reported to the Authority immediately together with the details of the products affected and which establishments they have been supplied to. Any costs associated with the removal of products that have been recalled shall be borne by the Supplier.

### **3.8 Quality Management**

- 3.8.1 The Supplier shall maintain a full quality management system which shall conform to BS EN ISO 9000 and its families or equivalent. As and when reasonably required, the Authority shall be entitled to request batch samples of independent testing, and to conduct independent audits of the management system.
- 3.8.2 Quality systems shall be managed by a suitably qualified person who shall ensure the execution of approved procedures including full compliance with relevant industry standards. The Supplier shall exercise due diligence in the appointment, and subsequent management of their Suppliers, ensuring at all times that the quality and integrity of products are consistent with the Authority's requirements and performance standards, as set out in the Contract.
- 3.8.3 As part of the quality control systems, the Supplier shall ensure strict product quality inspection regimes are in place throughout the product supply chain, including final inspection within its premises prior to delivery to the Authority.



3.8.4 The Supplier shall establish and maintain systems, procedures, and processes within its supply chain to provide full product tractability, and in the event of product failure or defect, the Supplier shall ensure there is a comprehensive product recall procedure. Details of these shall be submitted to the Authority.

3.8.5 The Supplier shall continually validate and improve the effectiveness of its quality assurance and management systems in line with the best industry practice.

### **3.9 Complaints Procedure**

3.9.1 Suppliers are required to have a documented complaints procedure in place for the duration of the Contract. This must include escalation points where it is not possible to resolve complaints within an initial period.

### **3.10 Compliant Invoice Submission**

3.10.1 Suppliers shall submit all invoices to the address stated on the Purchase Order.

3.10.2 All invoices are subject to a three-way matching process (Purchase Order, receipt and Invoice) prior to payment being made to the contractor. The MoJ operates a 'no PO no pay' policy. The Supplier shall not accept telephone orders from the Authority without a valid PO. The Supplier shall ensure that there is no discrepancy between the invoice lines, quantity and price from the original purchase order. Failure to submit a compliant invoice will result in the payment going on hold and payment may be delayed.

3.10.3 Invoices must be compliant with the following:

- Must be received at the correct billing address
- Must quote a valid Purchase Order Number (clearly printed on the PO)
- Must be to a total agreed sum
- Shall not be sent to the delivery address or with delivery note
- Must list product lines broken down by product code
- Must give quantity purchased, and individual prices in addition to a line total Back Order Notification.

## **SECTION 4 - Key Performance Indicators**

4.1 The KPIs as defined in paragraph 5 are against individual Lots. Where a Supplier is supplying more than a single lot each Lot will be subject to its own Management Information report.

4.2 Performance against the KPI's shall be monitored on a monthly basis initially, with a view to moving to a quarterly basis following full implementation of the Contract and at such time as the Authority considers Business as Usual (BAU) delivery is successful. This shall form part of the overall monitoring and management of the Contract.

4.3 The Supplier shall submit a report each month (initially), moving to quarterly reporting. The report shall detail performance against each of the KPI's and include for other management information as identified in paragraph 4.6.

4.4 Where a Supplier fails to meet a specific or separate KPI for two consecutive reporting periods, the Authority shall have the right to implement a Performance Improvement Plan. Where the Supplier performance fails to improve, the Authority shall have the right to seek termination of the contract as described in the Termination Clauses in the Terms of Conditions of the Contract.

4.5 KPIs – each Lot is measured independently against the following KPIs

Indicator	Measurement	Target
Product Quality	Level of Returns	<2%
Product Recalls	No of Product Recalls	<1%
Non availability of Products	Notify within 48 hours of receipt of order	100%
On Time Delivery	Delivered within Agreed Lead Times, and or, acknowledged delivery date.	99%
Order Fill Rate	Complete Orders	98%
Management of Complaints	Resolved within Agreed Timescales	98%
Compliance	No of incidents relating to Environmental or Health and Safety	100%
MI Reporting	Providing MI Reports 2 days ahead of scheduled review meetings	100%
Invoice Accuracy	Number of Invoice Queries	<2%

#### Management Information

- 4.6 Suppliers are required to provide management information on a monthly basis to support the KPI report. Suppliers must be capable of providing a breakdown of all orders including but not limited to: cost centre, contact name, delivery location, item description, cost, order date, delivery date, and purchase order number, invoice number and payment date. The report should also include for spend to date together with volume per product line tracked against forecast. The format and method of supply will be agreed between the Authority and Supplier during the mobilisation period.

### **Section 5 - Contract Management**

- 5.1 The Authority will appoint a member of CCMD to be the main contact for the Supplier(s) and responsible for managing the overall contract performance.
- 5.2 The Supplier(s) shall nominate a contract manager and deputy who shall be a single point of contact and shall take overall responsibility for the contract. Suppliers shall provide a telephone and e-mail address for both contract manager and their deputy as contact point during office hours (8.30am-5.00pm), Monday – Friday excluding bank holidays) to allow the Authority access to quotations, general enquiries, product information, technical queries and advice, expediting orders, report discrepancies, arrange collections and raise a complaint.
- 5.3 In the event the Supplier(s) contract manager or deputy needs to be replaced, a written explanation providing reasons and the replacement's contact details shall be submitted to the Authority.
- 5.4 The Supplier's contract manager, and, or deputy shall meet with the Authority contract manager over the term of the Contract. Meeting Schedules and locations will be agreed at the mobilisation meeting, however, anticipated to be on a quarterly basis as a minimum. No additional charges or costs for attendance of these meetings will be passed onto the Authority or any Stakeholders.
- 5.5 Meetings maybe required more regularly if any issues or failures occur during the contract.
- 5.6 If for whatever reason, the Supplier(s) contract manager identifies any potential problem in meeting the requirements of the contract, these should be brought to the Authority's attention without delay.
- 5.7 Agendas for meetings will be defined in greater detail throughout the life of the contract but as a minimum will consist of the following:

- Review of previous period's performance;
- Detailed review against KPI's;
- Risks, issues and actions;
- Specific delivery and/or quality issues if relevant;
- Forward plan;
- Continuous Improvement;
- Quality management, internal audit and sub-contractor audits;
- Annual business review (Annually).

5.8 A mobilisation meeting will be required prior to the commencement of the contract. As a minimum the agenda will consist of the following:

- Introductions;
- Roles & Responsibilities;
- Working with the MoJ;
- Setting Supplier Performance KPI's;
- Sustained Supply & Contingency;
- Ongoing Contract Management including provision of Management Information

## **SECTION 6 - General Requirements**

### **6.1 Sub-Contracting**

- 6.1.1 The use of any sub-contractor for the manufacture (including transport) must be approved in writing by the Authority before the Supplier makes any formal agreement or arrangement to use that sub-contractor or invites any sub-contractor's personnel to the site.
- 6.1.2 Even where the use of a sub-contractor has been approved by the Authority, the Supplier shall remain wholly responsible for the conduct and performance of supply of the contract, and shall ensure that the sub-contractor whilst he is involved in the supply of the contract on the Supplier's behalf maintains those standards.
- 6.1.3 The Supplier shall be responsible for ensuring that any sub-contractor is aware of the security restrictions as detailed in this document.
- 6.1.4 The Supplier(s) are responsible for the selection criteria it adopts in the selection of its sub-contractors and their supply-chain. The Supplier is responsible for the ongoing monitoring and audit of their processes, systems, and KPIs to ensure that the Contract KPIs are maintained.
- 6.1.5 If, during the life of the Contract, the Supplier wishes to make changes to their sub-contractors or supply chain, they must notify the Authority prior to the change being made and gain written approval from the Authority. The Authority must not be disadvantaged by any changes however, approval shall not be unreasonably withheld by the Authority. The Supplier should have a clear process for the changes in their supply chain or sub-contractors.

### **6.2 Social and Environmental Requirements**

- 6.2.1 The Authority is obliged to ensure goods and services purchased are manufactured, delivered, used and managed at the end of life in an environmentally and socially responsible manner. Suppliers will be expected to enable the Authority to meet this obligation.
- 6.2.2 All goods supplied must be packaged securely to prevent damage in transit, however packaging should be kept to a minimum and should conform to the Packaging Directive (EU) 2015/720.
- 6.2.3 Due to the nature of commodities and raw materials, supply chains are becoming increasingly more global. It is therefore necessary to ensure transparency in supply chains to assess the risks of infringements relating to basic employment and human rights of people employed in them. When procuring raw materials it is also necessary to ensure there is minimal impact on the environment from the extraction, processing and manufacture of these products, and to assess the security of supply and scarcity of the raw materials.

### **6.3 Contingency Planning & Disaster Recovery**

- 6.3.1 Following the start of the Contract, each party shall comply with its obligations for the timely provision of orders and delivery of raw metal materials. If, for any reason, the Supplier is unable to comply with its obligations, the Supplier shall contact the Authorities Contract Manager to discuss and agree such action as required.
  - 6.3.2 The Supplier shall have a fully detailed contingency plan and disaster recovery plan that is capable of full implementation from the Contract start date. The

plan must ensure continuity of supply to the Authority. The Supplier's contingency plan for all products and assurance of supply shall cover but not limited to;

- Supply chain and, or sub-contractor failure or disruption;
- Failure of distribution network;
- Loss of key staff;
- IT failure;
- Fire or Flood; Loss of operational estate;
- Brexit
- Pandemic

6.3.3 The Supplier will have documented details of the process and personnel responsible for the monitoring and implementing contingency arrangements and how the implementation of the arrangements will be communicated to the Authority.

6.3.4 On an annual basis the Suppliers Contingency Planning and Disaster Recovery plan will be subject to a test run to ensure that it is robust and delivers against scenario testing. Suppliers to advise Authority on the outcome of scenario testing

#### **6.4 Flexibility, Innovation and Continuous Improvement**

6.4.1 Flexibility is required from the Supplier(s) throughout the Contract, with an ability to respond to changing requirements, the Contractor shall work strategically with the Authority to meet the objectives of the contract and assist in achieving ongoing increased performance against any set targets.

6.4.2 The Supplier(s) will be required to develop and continuously improve goods, supply, processes and procedures, working proactively to reduce costs through their supply chain and manufacturing process throughout the duration of the Contract. This may include piloting of new ideas and initiatives, proposing and implementing advances in technology, and streamlining processes.

6.4.3 Proposals are to be presented with clear identified benefits and risks. Those involving a cost element are to be fully costed, with payback timescales identified, and any reductions to the fees detailed. These will be evaluated accordingly and by agreement the contract amended by means of a variation.

6.4.4 The Authority is open to negotiating the gain sharing of any cost saving initiatives implemented during the Contract period. The Authority would therefore propose to apply a performance driven payment/gain share model as it is believed this will further drive the right behaviour between all parties. Any gain share ratio would be negotiated between contract manager, however, the recommendation will be that the ratio 60:40 will be applied in favour of the Authority.

6.4.5 As part of the Contractor's day-to-day operations, feedback obtained from any customer surveys and quality reviews should be part of the basis for ongoing continuous improvement of the equipment.



**End of Appendix B**

**End of Appendix C**



## **APPENDIX D - POSSESSION OF PROHIBITED ITEMS AND OTHER RELATED OFFENCES**

### **D1. Prohibited items**

D1.1 Prohibited items are now graded according to their seriousness and perceived threat to security and safety within a prison, and are classified as List A, List B or List C items, as set out below:

D1.1.1 List A items – drugs, explosives, firearms or ammunition and any other offensive weapon

D1.1.2 List B items - are alcohol, mobile telephones, cameras, sound recording devices (or constituent part of the latter three items)

D1.1.3 List C items - any tobacco, money, clothing, food, drink, letters, paper, books, tools, information technology equipment\*.

\*Note that IT equipment is also subject to the provisions introduced by the Crime and Security Act and its possession within prison without appropriate authorisation is now a criminal offence.

### **D2. List A and B Offences and Penalties**

D2.1 A person (e.g. prisoners, staff, social and professional visitors) commits an offence if he/she carries out any of the following listed activities without obtaining prior authorisation:

- Brings throws or otherwise conveys list A or B items in or out of a prison by whatever means;
- Causes another person to do so;
- Leaves a list A or B item in any place (in or out of the prison) intending it to come into the possession of a prisoner;
- Knowing a person to be a prisoner, gives a list A or B item to him/her.

D2.2 The maximum penalty on conviction for committing offences in respect of list A items is 10 years imprisonment and/or an unlimited fine.

D2.3 The maximum penalty on conviction for committing offences in respect of list B items is 2 years imprisonment and/or an unlimited fine. All such offences attract a criminal record on conviction.

D2.4. All such offences carry a criminal record on conviction.

### **D3 List C Offences**

D3.1 A person (e.g. prisoners, staff, social and professional visitors) commits an offence if he/she carries out any of the following listed activities without obtaining prior authorisation:

- brings, throws or otherwise conveys a List C item into a prison intending it to come into the possession of a prisoner;
- causes another person to bring, throw or otherwise convey a List C item into a prison intending it to come into the possession of a prisoner;
- brings, throws or otherwise conveys a List C item out of a prison on behalf of a prisoner;
- causes another person to bring, throw or otherwise convey a List C item out of a prison on behalf of a prisoner;
- leaves a List C item in any place (whether inside or outside a prison) intending it to come into the possession of a prisoner, or;

- while inside a prison, gives a List C item to a prisoner.

D3.2 Offences relating to list C items are subject to a maximum penalty of a level 3 fine (currently £1000). All such offences carry a criminal record on conviction.

D3.3. All such offences carry a criminal record on conviction.

## **D4 Main Offences**

D4.1. Section 40D of the Prison Act provides offences of - without authorisation:

- Taking a photograph or making a sound recording within a prison;
- Transmitting any image or sound or information electronically from within a prison for simultaneous reception outside a prison;
- Conveying a “restricted document” (see definition below) out of a prison.

D4.2. Restricted documents are defined in the Prison Act as including:

- Photographs or sound recordings taken/made inside the prison;
- Personal records of prisoner (serving or past);
- Information relating to an identified or identifiable individual (including families of prisoners or staff) if the disclosure of that information might prejudicially affect the interests of that individual;
- Information relating to any matter connected with the prison if the disclosure of that information might prejudicially affect the security or operation of the prison.

## **D5 Possession of Prohibited Items**

D5.1 The Crime and Security Act 2010 amends the Prison Act to make the following an offence to possess within a prison without authorisation:

- A device capable of transmitting or receiving images, sounds or information by electronic communications (including a mobile telephone);
- A component part of such a device;
- An article designed or adapted for use with such a device (including any disk, film, or other separate article on which images, sounds or information may be recorded).

**End of Appendix D**





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## **6. ANNEX 1: NOTICE AT THE ENTRANCE OF AN PRISON ESTABLISHMENT**

6.1 Under the Prison Act 1952 it is a criminal offence for any person:

- i. to help a prisoner to escape or attempt to escape; the maximum penalty is 10 years imprisonment (s. 39)
- ii. Without authority to convey or cause another person to convey in or out of the Prison establishment, or to a prisoner or to leave in a place intending it to come into the possession of a prisoner:
  - (a) A controlled drug, explosive, firearm, offensive weapon; maximum penalty is 10 years imprisonment or an unlimited fine or both (s. 40B)
  - (b) Alcohol, mobile telephone, camera, sound-recording device; maximum penalty is 2 years imprisonment or an unlimited fine or both (s. 40C)
  - (c) Tobacco, money, computer equipment or any other item listed in Rule 70A of Prison Rules; maximum penalty is a fine (s. 40C)
- iii. Without authority to take a photograph or make a sound recording within a prison or convey a restricted document out of a prison; maximum penalty is 2 years imprisonment or an unlimited fine or both (s. 40D).

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## 7. ANNEX 2: LIST OF PROHIBITED AND CONTROLLED ITEMS

### 7.1 Prohibited Items

7.1.1 These are items or articles that are not permitted under any circumstances within the Prison establishment:

Explosives	Wire	Game Stations with an Internal Modem
Wax	Drugs (none HCC)	Alcohol – For consumption as alcohol including cooking wines etc
Weapons	Toy Guns	
Cameras (including video cameras)	Mobile Phones	
Magnets	Metal cutlery	
Mobile Phone Bluetooth	Mobile phone SIM cards	
Headsets and Technology		

### 7.2 Controlled Items

7.2.1 These are items or articles that must be carefully monitored when in the prison and should be declared if on the vehicle for use by HMP or other customer's deliveries. If in doubt of any item please declare to the escorting staff so that they are aware.

Tools	Skips	Glue
Matches	Ladders	Tin Foil
Yeast	Solvents	Video
Clingfilm	Bleach	Dustbins
Chewing Gum	Personal Audio Equipment	CD's
Rope	DVD's and DVD Players	Aerosols
Vinegar	Computer Memory Devices	Prescription medicines and drugs.
Games Consoles of any description	Money (limit £100)	Electrical equipment of any nature
Computer Software	Alarm clocks	Alcohol – Bottles of Products Containing small quantities of Alcohol such as sanitizers and Food colour essence
Syringes		

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7.3 Accident Recording Camera Equipment Security policy notice

- 7.3.1 This note is to advise prisons that a central authorisation has been provided under section 40E of the Prison Act for delivery drivers to convey into and out of prisons cameras used to record potential accidents on the condition that the camera is disabled/incapable of recording images whilst within prison grounds.
- 7.3.2 The supplier “Hovis” is known to have these cameras fitted to their vehicles, but the authorisation applies to all delivery companies who supply prisons.
- 7.3.3 As with other items, prisons may impose additional administrative restrictions on items allowed into the prison where considered necessary and proportionate on the grounds of security.
- 7.3.4 The authorisation is currently being held on file but will be incorporated into PSI 10/2012, "Conveyance and Possession of Prohibited Items and Other Related Offences", in due course.