



MPE BUSINESS CONTINUITY PLAN

MPE Limited (MPE) recognises it's responsibility to ensure the physical security and assurance of it's premises and the protection of all it's documentation and assets. This in turn supports the Company's ability to continue trading in event of circumstances causing short or long term interruption to it's normal business operation.

MPE is ISO9001:2015 certified and maintains a quality manual which is regularly independently audited. This document reflects MPE's current policy and reasoning in respect to it's intended course of action in the event of business interruption.

MPE Continuity Statement

In the event of MPE suffering business disruption, by denial of premises or sudden major loss of critical skills, the board of directors makes a commitment that all necessary actions have been considered to ensure continuity of vital strategic supply obligations.

Company Business Survival Plan

- [Reaction to temporary loss of access to premises due to denial of entry; local disturbances; limited fire; limited wanton vandalism etc.](#)

MPE has determined that there are adequate suitable alternative premises available locally on a short term rental basis. Local relocation ensures that all staff knowledge and skills are retained for continuity of business, technical and manufacturing activities. Appropriate contacts are known to directors of MPE to ensure a rapid reaction to an emergency situation.

- [Reaction to permanent loss of access to premises due to catastrophic fire; massive wanton vandalism; site contamination etc.](#)

MPE has determined that there are adequate suitable alternative premises available locally on a long term rental basis or for purchase. Local relocation ensures that all staff knowledge and skills are retained for continuity of business, technical and manufacturing activities. Appropriate contacts are known to directors of MPE to ensure a rapid reaction to an emergency situation.

- [Reaction to denial or loss of critical business; technical or manufacturing information and data on a short or long term basis](#)

Backup of all critical software/data/operating systems is held electronically off-site. All servers are backed up at the close of each working day, and the back-ups removed from premises by nominated personnel for safekeeping.

- [Reaction to permanent loss of part or all of the staff group](#)

MPE currently utilises a mixture of permanent and temporary staff. Additional temporary staff is available at very short notice from a local labour pool, some of whom will require minimal training due to previous service at the Company. Critical business and technical skills are held at director and senior management levels.



- **Reaction to denial or loss of machinery; jigs & fixtures etc. used in manufacture of products**
All critical components can be subcontracted to external suppliers with limited interruption to business continuity. Limited specialist machinery is required to service MPE's business activity, and prospective suppliers of all critical components have been identified by the directors. Product test equipment may be hired or purchased on short term lead-times.
- **Reaction to ensure safeguarding of protectively marked material**
MPE will immediately notify the police and advise them of any situation requiring that protectively marked documents need to be placed into their safekeeping. The Company security officer, or an MPE director, would accompany the documents to the new place of storage and take a receipt of delivery from the police.
- **Business Interruption Insurance**
MPE maintains an insurance policy providing insurance of increased costs should the company experience an interruption of business for a period of up to 18 months and a maximum value of £4,000,000.

Any queries concerning the contents of this document should be addressed to a director of the company.

JJ Vachoux
Managing Director

Marcus Wright
Manufacturing Director

John Hughes
Engineering Director