



5th November 2020

Covid-19

FSL Aerospace – Situation Update

Dear All

FSL Aerospace have now had to revert to the “work from home if you can” scenario to comply with the new lockdown being announced by the British Government.

This has been implemented seamlessly and now everyone is working from home except for essential staff and those that are unable to. We have not and have no current intention to utilise the furlough scheme and all staff are working their normal hours. As such, we remain with full capability ready to support all our clients during the second phase of this pandemic.

We wish all of our Staff, Clients and Suppliers well and hope we can all stay safe during this lockdown, Hopefully it will be lifted on 2nd December as planned, so we can start to get back to some sort of normality again.

It is important that we all stick together and stay strong and safe.

Date: October 2020

Covid-19

FSL Aerospace – Situation Update

Dear Client,

It has been a while since our last update, mainly due to things slowly getting back to normal again.

As mentioned previously FSL Aerospace have remained open and at full capability throughout the pandemic.

In recent weeks we have decided to re-introduce all staff back into the offices to get back some of the team dynamics that was lost whilst working from home.

To do this the business has invested significantly in equipment, consumables, and systems to ensure that all staff feel as safe at work as they do at home.

Here are some of the precautions we have introduced:

All internal doors open for air flow and restricted contact; Cleaning and Hand Sanitization stations installed around the building; Masks to be worn when moving around the building; Masks and Visors provided; Marked out walkways to ensure 2M distancing, wherever possible; Glass dividing screens creating safe walkways; One way systems introduced; Glass desk dividers; Temperature checks for all staff on arrival; Track & Trace QR code check in; Contactless water machines & hot water taps; Work stations cleaned daily



AM and PM; Restricted to 6 people in any communal areas; Sharing of work spaces is not allowed; Health forms for essential visitors; Covid-19 Business Continuity Plan and much more.

All these things combined have made FSL a safe place to work and all staff feel comfortable with their working conditions.

We are now getting into the realms of more potential lockdowns across the country. The local area is classified as Tier 2 and we are continuing to monitor any local or governmental controls that may affect the current situation. If necessary, we are prepared, for all that can, to go back to working from home again.

It is important that we all stick together and stay strong and safe.

A huge thank you to all our staff for their continued support.

Date: 05/05/2020 - Update

Dear Client,

Covid-19 Update – 05/05/20

In addition to our previous communications, here is our latest update:

As we all get more and more used to the restrictions and distancing recommendations, it looks like we are coming close to some of those restrictions being relaxed. We anxiously await further guidance, expected later this week, from the Government as the spread of the virus begins to curtail.

In preparation, FSL Aerospace have already started planning a phased approach to re-introducing staff into the facility. We are reviewing each department and personnel to establish business needs with ongoing distancing regulations. Obviously, we will ensure these plans comply with new Government guidelines once announced.

Over the last few weeks, FSL have got back to making some Client site visits to manage their VMI stocks ensuring social distancing and essential PPE is always worn.

Meanwhile we continue to operate with full and unrestricted capability supporting all our clients' needs during this difficult time.



We have only experienced a handful of instances where our supply chain has faltered with late deliveries, but these have been quickly resolved.

A huge well done and thank you to all our staff who have become even closer as we join efforts to fight this crisis together.

Covid-19 Update – 15/04/20

In addition to our previous communications, here's our latest update:

With the current government restrictions set to continue FSL Aerospace are well prepared with the process changes that have been introduced to ensure there is little or no impact to our Clients and our levels of service.

FSL continues to monitor and manage the well-being of staff who are working from home by having regular calls and/or video conferencing on both business and personal subjects to ensure everyone's adapting well to these socially difficult circumstances.

Despite FSL's proactive approach to working with the supply chain. We are starting to see the odd occasion where the global impact of the restrictions imposed across the world have had an impact on delivery dates.

We have encountered restrictions on the supply of some articles of PPE with supplies naturally being prioritized to the NHS and other essential organisations identified by the Government. These are being managed on an individual basis with Clients being notified when any delays have been identified.

FSL Aerospace continue to operate with full capability and capacity, with the Warehouse and Inspection teams working well to ensure our clients continue to be supported with deliveries.

We will be keeping a close eye on further developments whilst maintaining our compliance with Government guidelines.

#Staysafe#

Covid-19 Update – 02/04/20

In addition to our previous communications, here's our latest update:

We have been contacted by many Clients confirming with us that their businesses are deemed as being essential to the national infrastructure, as they are supporting critical Aerospace, Defence, Security or Medical programmes.

FSL Aerospace has been identified as a Key supplier to these businesses and as such will remain open and continue to be 100% operational to ensure an uninterrupted supply of product for these vital projects.

We have flowed down to our supply chain the same expectations in support of the national effort.

We have identified 8 key workers that are required on site at various times who are essential for the smooth running of the business. They are involved in Goods Receiving, Inspection, Picking and Packing, Delivery and



Management of these processes. A rota has been introduced to ensure the distancing guidelines can be adhered to and all necessary hygiene facilities and PPE has been provided.

As per previous communications all other workers are working from home wherever possible. Like most companies this is quite new on such a large scale and we are ensuring social wellbeing by keeping in touch with all employees and encouraging video conference calling wherever possible.

The above will remain in place until the Government provides us with any new guidelines to follow.

We are in regular contact with our suppliers to ensure there is no impact to any deliveries and any potential delays are being addressed individually.

It's important that we all stick together and stay strong and safe.

Re: COVID-19 (Coronavirus) – Update 23/03/20

In addition to our previous communications (copied below), we are implementing the following actions to further protect our staff, clients and the spread of the coronavirus in society.

We have now implemented our plans for extensive staff working from home. Starting tomorrow we will operate with just a skeleton staff physically in the Office, all other office personnel will be working from home. We have investigated all the ongoing department functions and identified that 95% of their work can be done remotely, so there should be little or no effect on capability or performance.

Our warehouse is functioning as normal. However, we have imposed strict distancing guidelines to restrict any close contact. Functionality and capability remain at 100%.

We continue to monitor and interrogate our supply chain seeking confirmation of delivery dates, any issues are being communicated directly with each client as soon as we are aware.

All the already mentioned hygiene precautions have been increased, with workstations being sanitized 3 times per day.

We continue to closely monitor official government news releases and will adhere to all necessary guidelines to our best ability.

Re: COVID-19 (Coronavirus) – Update 17/03/20

In addition to our previous letter (below), We can confirm that we are adhering to all the recently revised Government guidelines intended to reduce the spread of the Covid-19 virus. These include the self-isolation for 7 days of any employee that start to show any of symptoms of the coronavirus.



We have not been made aware of any supply chain issues that would affect deliveries of product on-time. If any issues arise these will be addressed immediately with each specific clients order.

Currently, we do not have any confirmed cases and are taking all necessary measures to prevent the potential risks.

Letter Dated: 13/03/2020

As you are aware, the situation surrounding coronavirus is rapidly changing and I want to reassure all of our Clients that FSL Aerospace are taking every precaution to minimise the effect on our business.

We have put in place a number of measures to ensure that we have business continuity when dealing with any significant events, such as the possible impacts of coronavirus. We have completed risk assessments which form part of our Business Contingency Plan.

Precautions have been put in place to protect our staff and clients. These include:

- Restriction on any non-essential business travel.
- Visitor health screening 24 hrs prior to any essential visit.
- Communicating to all staff re the hygiene precautions and the provision of hand sanitizer at all workstations.
- Monitoring any personal foreign travel and imposing self-isolation controls where necessary.

In the event of any self-isolation instances we have identified that all office staff have the capability of working from home if necessary.

We currently do not purchase product direct from any suppliers based in the highly infected areas and we have already contacted our supply chain to ensure we are notified as soon as there are any changes which could impact our service to you. Currently there has been no impact on any pending deliveries or production. This is being reviewed frequently and precautions are being taken to minimise any potential risk.

As this is a fast-changing situation, we shall continue to send periodic updates as and when necessary.

Please contact myself or Richard Woodward should you have any concerns. Our contact details are as follows:

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Yours Sincerely,

Carly Prickett
Managing Director