

**HTA Group Limited Sheet Materials Purchase Specification**

**1. Introduction**

HTA Group Limited employs latest technology sheet metal processing equipment including high speed laser cutting and punching machines. By agreeing to supply our company you agree to supply steel compliant with this specification. Many of our products have some form of surface treatment therefore you must assume that all steel supplied must have no surface defects that will become apparent after painting or plating. If you intend to supply our company please ensure that the quality of sheet supplied consistently meets this quality standard. If you have any doubt as to the conformance of a particular delivery please ask us before delivering or risk having part, or all, of the delivery rejected. This specification will be deemed to be incorporated in to all purchase orders from HTA for the supply of sheet raw materials.

**2. Specifications**

*a) Flatness & Shape*

*Cold Reduced Substrate Sheet*

1. **No more than 6mm from flat** anywhere on the sheet
2. The total sum of all lifts on one side of the sheet must not exceed 8mm
3. No surface defects will be accepted
4. Any steel which has excessive residual stress making it difficult to process on our laser cutting or punching machinery will be rejected and associated costs will be recovered from the supplier in full.

*Cold Reduced Substrate Sheet with any additional finish*

1. **No more than 6mm from flat** anywhere on the sheet
2. The total sum of all lifts on one side of the sheet must not exceed 8mm
3. No surface defects will be accepted
4. Any steel which has excessive residual stress making it difficult to process on our laser cutting or punching machinery will be rejected and associated costs will be recovered from the supplier in full.

*Hot Rolled Sheet*

1. **No more than 6mm from flat** anywhere on the sheet
2. The total sum of all lifts on one side of the sheet must not exceed 8mm
3. Minor surface defects will be acceptable but no water marks, rust, pickup, lamination, or deep scores or scratches, or deep grab marks.
4. Any steel which has excessive residual stress making it difficult to process on our laser cutting or punching machinery will be rejected and associated costs will be recovered from the supplier in full.

*b) Packaging*

**All ferrous and non-ferrous material with a thickness of 3.0mm or less to be palletised** with a minimum of 3 legs and 3 bearers using 3" x 3" timbers. Steel may not overhang pallets on length and width and must be stacked evenly and secured with suitable banding using a minimum of 1 band around the length of the sheets and 2 bands around the width of the sheets. The pack weight must not exceed 2000KGS and colour coded as shown in Appendix 2.

**All ferrous and non-ferrous material with a thickness more than 3.0mm to be supplied on 3 full width wooden bearers** using 3" x 3" timbers. Steel must be stacked evenly and secured with suitable banding around the width of the

sheets to secure the wooden bearers in place. The pack weight must not exceed 2000KGS and be colour coded as shown in Appendix 2.

**All packs must be suitable for forklift and overhead crane grab offload.**

*c) Labelling*

All sizes and grades to be packed individually with labels clearly stating; supplier name, dimensions (L,W,T), specification, HTA part number, quantity, batch traceability number and the HTA purchase order number.

*d) Pack Weights*

Our **maximum pack weight is 2000kg**. Attempting to deliver a pack heavier than 2000kg may cause serious injury. If there is no alternative but to deliver a pack heavier than 2000kg please do not do so without written confirmation from the Buyer at HTA. Stock material will generally be purchased in multiples of 2000kg or closest weight thereto please ensure full packs of 2000kg are delivered as material is stored in a high level racking system and steel cannot be re palletised at HTA.

*e) Steel Grades and Specifications*

All steel supplied must conform to the specification stated on our order. All delivery notes must contain the full Euronorm or British Standard Specification. We supply critical structural components to Oil and Gas, Petrochemical, Nuclear, and Yellow Goods industries. Any failures of parts resulting from steel supplied out of specification could have significant financial and legal ramifications to the supplying company. Therefore **HTA will, from time to time, take random samples for analysis to ensure the material supplied fully confirms to specification.**

British Standard dimensional tolerances must be adhered to at all times unless tighter tolerances are stipulated on the order. Unless otherwise stated blank tolerances to be supplied +/- 0.5mm on Length and Width.

All stainless steel, aluminium, brass, copper, structural and high strength steel including, but not limited to S275JR and S355JR, Domex, RQT and DD11 must be supplied accompanied with wet stamped 3.1 mill test certificates at point of delivery. All stainless material, including fastener material, to comply to NACE MR0175

Failure to supply these with the steel delivery may result in the delivery being refused.

*f) Rejected Material*

You will be notified if material supplied is rejected by HTA and a Reject Return Note will be issued accordingly. This will contain specific information relative to the rejection.

You are required to arrange collection of rejected items within 3 working days of notification. Non Conformance of this request will mean the material(s) will be scrapped after 3 Days have elapsed. You are required to notify the relevant buyer at HTA by return of the planned collection date and time and also instruct your driver to request the collection upon arrival at our Goods Inwards.

We require a Credit Note to be issued within 3 working days equal to the value of the rejected items and inclusive of any additional charges. Failure to comply with the above will result in HTA raising a debit note to cover the full value.

Replacement of rejected items is required within a maximum of 24 Hours from notification unless otherwise agreed with our buyer.

*g) Pricing and factors*

All quotations for steel to be offered price per Tonne/Kilo and invoice to be priced per sheet, based on a weight factor of 7.85 for steel, 8.0 for stainless steels 3mm – 12mm, 8.2 for stainless steels 15mm+ and 2.71 for Aluminium. Any packaging will be retained for collection but cannot be separated. We cannot take responsibility for packaging being removed by another supplier. We shall not accept additional charges for pallets.

Quotations must be confirmed in writing by email or fax including an accurate delivery date. Quotations are used to quote for work which may not be secured for many weeks therefore any price validity period must be stated on the quotation. Should material not be in stock this must be stated at time of quotation and an accurate delivery date must be given.

*3. Delivery*

**Unless otherwise stated all sheet raw materials will be delivered to 'GOODS IN' at the address below;**

Goods Receiving  
HTA Group Limited  
Units 7040-7060  
Middlemarch Business Park  
Siskin Parkway East  
Coventry  
CV3 4PE

**All other items to be delivered to the address below;**

Goods Receiving  
HTA Group Limited  
Unit 2  
3040 Middlemarch Business Park  
Siskin Parkway East  
Coventry  
CV3 4PA

**All delivery drivers must report to GOODS IN on arrival and ring the buzzer. Delivery drivers are not permitted to enter the manufacturing facility at any time due to health and safety reasons, and must remain with their vehicles at all times. Hi Visibility clothing must be worn at all times whilst on site.**

T: +44 (0) 2476 516 100  
F: +44 (0) 2476 511 963

Deliveries are only accepted during the following times :-  
8am – 12.30pm and 1pm – 3.30pm Monday – Thursday  
8am – 12.30pm and 1pm – 2.30pm Friday

**Deliveries are preferred between 8am and 10am**

*4) Additional Points*

Delivery Notes and Invoices which do not stipulate our order number may not be paid on time.

Failure to deliver by the delivery date on our purchase order may result in the delivery being refused and possibly cancelled without notification.












Our payment terms are 60 days EOM of invoice.

By supplying HTA Group Limited you are agreeing to abide by our Standard Terms & Conditions of Purchase which are available on request or via our website at [www.htagroup.co.uk](http://www.htagroup.co.uk)

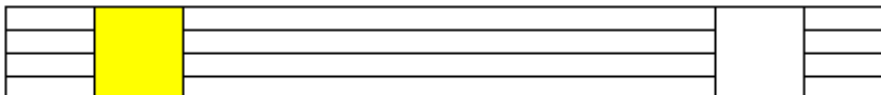
5) Colour Coding

All Sheet Raw Material is to be colour coded on the side face of the stack down the length of all sheets in two positions. The width of the paint identification is to be approximately 100mm for each colour as shown below. Where two colours are used it is important to mark in the order as shown below. No paint overspill is acceptable on the top and bottom surface of the sheets. See Appendix 1 below.

**Appendix 1**

|            |   |                |
|------------|---|----------------|
| S275JR     |    | YELLOW         |
| S275JR P&O |    | YELLOW / WHITE |
| S355JR     |    | PURPLE         |
| S355JR P&O |    | PURPLE / WHITE |
| S355JR J2  |    | GREEN          |
| DD11       |    | ORANGE         |
| DD11 P&O   |   | ORANGE         |
| DC01       |  | PINK           |
| DOMEX 460  |  | BLUE           |
| DOMEX 700  |  | RED            |
| RQT701     |  | GREY           |

See example below for S275JR



See example below for S275JR P&O

