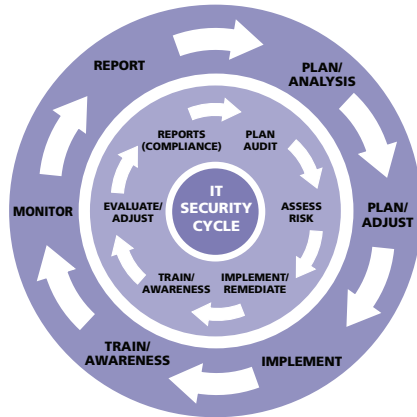


Business Continuity Plan



Business Planning.

Ashford Press facilitate a plan through a combination of commitment from its equipment partners in supplying new equipment and business partners supplying interim service (if appropriate or necessary).

It is recognised that the Ashford Press production site is 30,000sq feet of production floor area split into three distinct areas. Complete site disaster is extremely unlikely, however production area disaster and therefore specific production area re-instatement is a prime concern.

Ashford Press are part of a group of associated companies, working in similar market sectors and operating similar equipment and machinery, to produce comparable products and services. The group offer each other mutual support in terms of business continuity support. For instance, all companies store complete sets of back-up tapes at each other's premises and exchange them regularly. The companies use each other's premises regularly for the storage of secure products, which are critical to customer's business and therefore have to be held at multiple sites in case of disaster. Plus, all companies regularly exchange work with each other, because one company might be able to produce a particular job faster or more cost effectively than the other.

The group of companies know each other's work very well and operate similar equipment and procedures. In the event of a disaster in the production area of one company or the other, a proportion of critical work could immediately be placed with another company. None of the companies could handle all of the other companies work, but time critical requirements could be more easily facilitated in the short term whilst the full

business continuity plan detailed below was invoked concurrently. The mutual support of all companies combined with the full support of our suppliers and engineers as detailed below in the full business continuity plan, guarantees our customers security and peace of mind.

Ashford Press Business Continuity planning has two aspects; firstly day to day contingency planning and secondly site disaster.

Day To Day Contingency Plan

- Ensure, wherever possible, all of the equipment or processes utilised to effect a production are replicated, to negate the effect of a major equipment breakdown.
- Ensure preventative maintenance programme, according to manufacturers schedule, is practiced by external equipment maintenance partners and internal engineering support.
- Hold regular review meeting with external and internal maintenance partners to ensure full understanding of commitments.
- In the event of equipment failure or malfunction that would cause a non-compliance, inform the Customer(s) immediately.
- A generator is on-site, capable of powering the whole factory. This engages automatically during a power cut.

Site Disaster Plan

Day One:

Complete Emergency Drill

- Inform Local Services (Fire, Police, Hospital etc.)
- Complete Fire Drill
- Inform Local Utilities (Gas, Electric, Water)
- Inform Ashford Press Senior Management (in the event of any being off site)
- Invoke Emergency Management Structure
- Prepare Outline Damage Report
- Agree Emergency Account Handling Structure & Personnel

Inform Customers

- Emergency Management Structure
- Outline Damage Assessment
- Emergency Account Handling Personnel
- Agree Service Prioritisation & Target Timescales (elements of service that have to be fulfilled within the short term)

Inform Equipment Vendors

- Arrange immediate site and equipment survey
- Agree delivery schedule for alternative equipment – loan, short term hire and replacement equipment (if necessary).
- Assess Ashford Press site for installation of equipment in alternative areas (if necessary).

Assess Disaster Effects

- Re-instate Site Security
- Secure recoverable materials
- Inform insurance agencies
- Convene meeting of Emergency Management with a view to establish a detailed production recovery programme.
- Publish detailed production recovery programme to all parties (the Customer's, internal management, equipment vendors & insurance agencies).

Day Two:

Effect Emergency Live Production

- Reschedule customer defined critical production and agree schedule with customer
- In the event of Network damage, configure relevant machinery as off-line discrete production lines.
- Secure materials and supplies
- Test production processes
- Test COMMS links
- Test total process capability
- Supply test output

Client to Authorise Emergency Production

- Receive test output
- Authorise emergency production

Commence Emergency Production

- Recover S.L.A. maintenance
- Inform Customers of S.L.A. status

Day Three - Ten:

Evaluate Total Production Facility

- Evaluate machine processes
- Test data management systems
- Complete re-instatement of materials
- Agree a full Engineering Plan with equipment vendors and internal engineering resource.
- Agree delivery and installation schedule with equipment vendors

Test Production Facility

- Test any new equipment installed
- Test data management and networking facilities
- Test production processes
- Secure materials and supplies
- Test total process capability

Assure Customer

- Daily progress reports
- Site progress
- SLA status

Test Parallel Live Production

- Reschedule production
- Test production processes
- Test total process capability
- Supply test output

Customer to Authorise Live Production

- Receive test output
- Authorise production

Commence Re-instated Live Production

- Recover full S.L.A. maintenance
- De-commission emergency production facility