



## Quality Assurance Policy

### Quality Assurance Requirements

**Scope** The quality assurance section of the company Occupational Health and Safety manual specifies in more detail how the company's quality system is to be implemented.

### Preparation of quality assurance documentation

The company will ensure that appropriate documentation is prepared to meet its quality assurance targets. Where new documentation is required, or existing documentation needs to be amended, at any time then the company will ensure that appropriate additional documentation is prepared to meet its quality assurance targets.

### Auditing of quality assurance documentation and procedures

The company will ensure that quality assurance documentation and procedures are audited on a regular basis to ensure that they meet current standards.

### Selection and control of preferred subcontractors and suppliers

Previous satisfactory experience with preferred subcontractors and suppliers will form part of the selection process for selecting their goods or services. The Subcontractor Pre-commencement Checklist in the registers section of this manual will be utilised to ensure subcontractors have appropriate health and safety systems and insurances in place to meet the requirements of the contract.

### Staff management and training

The company will employ highly trained, qualified and competent staff and will ensure that on-going training will maintain, develop and improve these skills.

### Purchasing

All applicable legislation, codes of practice and other health and safety data are to be taken into account when purchasing any plant, equipment, hazardous substances or any other items that could adversely affect health and safety in the workplace.