



## QUALITY POLICY STATEMENT

Hotchkiss Ltd is committed, at all levels, to ensuring through effective management, and at an economic cost, that the quality of the products and services it offers to each Client is consistent, meets or exceeds the Client's requirements as specified and conforms to the Client's contractual requirements and those of all applicable regulatory or statutory authorities.

In order to ensure this quality, and to demonstrate the Company's commitment, the Company has an Integrated Management System, the quality section of which is certified to ISO 9001:2008, including a quality manual, documented procedures, standard forms and an Approved Supplier/ Sub-Contractor List.

The Company's quality assurance is maintained by the QEHS Co-ordinator who has the authority and scope within the organisation to initiate corrective actions where problems are identified and who reports directly to the Managing Director. Responsibility for resolution of problems is at Director level.

The IMS has the full backing of the Directors and management and it is a requirement that all personnel comply with the documented procedures in the performance of their daily activities. All are fully aware of their responsibilities in implementing the system which is monitored on a daily basis by each department head. To ensure staff commitment to the system, the Company endeavours to foster a culture of opportunity rather than blame and actively seeks suggestions for improvement.

Through the IMS, the Company shall seek continual improvement in areas such as customer satisfaction, cost reduction, increased efficiency and reduced waste via internal audits, corrective and preventive actions and ongoing training. Specific objectives shall be set and reviewed at scheduled Management Review Meetings (at least once per year) run by the QEHS Co-ordinator and attended by Directors and Managers.

The Company is also committed to providing adequate resources for the efficient execution of the Company's processes whether physical (people, materials and documentation) or environmental (buildings, workspace, support services and environment) and shall maintain a high level of internal and external communication.

Regular audits and the periodic reviews by management constantly monitor the quality system (including this Policy Statement) to ensure its continued suitability and conformance to the current international standard.

Should any contract be subject to a specialised Quality Plan it shall only be adopted, after consultation, if equal to or exceeding the requirements of Hotchkiss Limited's own quality procedures, or at the express wish of the Client.

George Humphreys  
Managing Director

November 2016