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| Policy Title | Quality Policy Statement | Policy No. | QPS |
| Document Owner | HSE Director, Science and Commercial | Document Manager | Head of Quality and Business Assurance |
| Objective | To manage an effective Quality Management System (QMS) enabling Science Division to deliver projects safely, to time, cost and quality in a consistent manner. | | |
| Scope | The provision of services, scientific and technological advice commissioned through defined HSE or Commercial Project work. | | |

Full QMS Document Details

Science Division's (SD) policy is to:

1. Meet the needs of interested parties through the maintenance of an independently accredited ISO 9001 certified Quality Management System (QMS).
The QMS outlines SD's policies and procedures required to manage and deliver our business requirements.
 - a. Where applicable, areas of our work are separately accredited e.g. UKAS and we will also maintain and extend accreditation in keeping with evolving customer requirements. Where relevant we participate in interlaboratory proficiency schemes to maintain our performance standards.
2. Comply with all legal, statutory and regulatory requirements relevant to our business and operations.
3. Continually engage and communicate with interested parties, ensuring we understand their requirements in order to meet their current and future needs where possible, while seeking feedback to enhance customer satisfaction to improve the quality of our deliverables.
4. Ensure the continuous development of our colleagues in line with business needs.
 - a. Communicate this policy to all colleagues who have a responsibility to familiarise themselves with this policy and all other relevant policies and procedures that are specific to their role.
5. Continually review our QMS, ensuring that it meets current and future business needs, and as required, review our policies and procedures to ensure their effectiveness in delivering quality outputs.
 - a. SD colleagues, where appropriate, should input to the continuous improvement of our business services and the QMS

I have overall responsibility for the Quality Management System.



Karen Russ, HSE Director, Science and Commercial

Document Revision Details (Previous 3 revisions (as a minimum))

| Revision | Date | Revision Details | Review Date |
|-----------------|-------------|---|--------------------|
| 8 | 14.06.18 | Annual revision. | 31.05.19 |
| 9 | 17.06.19 | Annual revisions. Change of scope and objective to be more succinct. Change of manager to Head of Quality and Business Assurance. | 31.05.20 |
| 10 | 22.06.20 | Re-write of QPS following annual review. | 21.06.21 |
| 11 | 02.08.21 | Review. No changes made. | 31.07.22 |