Integrated Quality and Environment Management Policy

The Board has set out the following policy in respect of meeting the requirements of ISO 9001 and ISO 14001. The policy statement is prepared to support the Business Plan and is reviewed on a regular basis. The policy will be displayed in all Company locations.

Robert West Consulting provides professional services including project management, transport planning, flood risk assessment, civil and structural engineering to a range of clients in the UK property development, construction and rail sectors. The Board is committed to:

- monitoring and continually improving the quality of service provided to clients
- supporting, developing and equipping our staff to enable them to deliver appropriate levels of service
- monitoring our supply chain to ensure that our overall service level is consistent
- minimising the impact to the environment resulting from both our own operations and the outputs of our advice and designs.

In order to support these commitments, the Board has appointed a Director to take responsibility for implementing, maintaining and developing an Integrated Management System certified to ISO 9001 and 14001 and to provide the Board with regular reports and recommendations to deliver these commitments. The Integrated Management system will sit alongside and support the Company Health and Safety system and Human Resources processes.

The Board's overall statement of policy is set out below.

- The strategic direction of the business will be regularly reviewed and communicated to staff
- A clear organisational framework supported by descriptions of accountability, competence and behaviours will be established and communicated to staff
- Key Performance indicators and Improvement Records will be used to monitor quality and environmental performance and these will be reviewed regularly by the Board
- Maintain and provide access to a register of legislation in respect of the environment with which all our advice, designs and specifications will be evaluated
- Each project will have a project specific plan addressing programme, technical and environmental matters. A process of project review and close out will be implemented to ensure that the project is delivered effectively and that lessons are learned to inform continuous development
- To train and develop our staff to enable them to recognise the environmental implications of projects and assist them with developing sustainable solutions
- A documented approach will be used to identify and manage technical and environmental risks and opportunities arising from design activities
- To provide clients with advice that encourages them to consider the environmental impact of their projects and design options that support the principles of sustainable development
- A documented approach will be used to identify and manage environmental risks and opportunities arising from operations at each location
- To maintain and review a database of suppliers to ensure that their services reflect our own commitments and policy statements

Employees are required to work in accordance with the requirements of the Management System.

Suppliers are required to become approved suppliers and to comply with the commitments and policy statements set out above and elsewhere

This policy is displayed prominently in all Company office’s and is available on the Company Intranet.

Signed:

Name: E. Farago
Position: QMSE Director
Date: 16/04/2018

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