

## QUALITY POLICY ISO 9001:2015

Butler & Young Associates specialises in the following activities:-

The provision of Professional Services including Project Management, Design of Building Engineering Services, Monitoring of Site Activities and Facilities Management.

The Company's office is located in Oxted, Surrey.

The Directors of the Company are committed to a policy of Quality Assurance throughout the Company activities, ensuring that the professional service quality satisfies the specific contractual obligations of all Clients together with the standards of Quality specified in ISO 9001:2015 and any other relevant documents which augment this standard.

The Directors have established the Company quality objectives and goals, these will be reviewed and continually improved to ensure the effectiveness of the Quality Management System, and make sure of the Company's commitment to comply with the requirements of the Standards.

It is the policy of the Company to market only professional services of a quality that will merit and earn Client satisfaction by performing all functions reliably and effectively and to meet or exceed customer expectations.

The Directors have identified the companies interested parties and their needs and expectations and will monitor and review these on a regular basis.

Within this overall objective, we have both a moral and legal obligation to ensure that we work safely and to ensure that others work safely. To this end, Butler & Young Associates maintain a health and safety policy. All members of the Company are required to work within the framework of this policy.

The nature of our activities places particular emphasis and demands on the experience and expertise of the staff employed. High levels of responsibility and reliability are associated with all aspects of our work and a commitment to continued professional development, skill enhancement and training exists to ensure that all staff are suitably qualified, are competent to do the task and are suitably equipped to meet these requirements. We recognise that staff are a valuable asset to the company and that their engagement and input on company policies and procedures will contribute to the achievement of the business objectives.


The Directors of the Company have given the HSQE Manager full authority to carry out the Quality Policy of the Company, and all Company personnel are required to co-operate with the HSQE Manager in carrying out this task.

All new and existing personnel are made aware of the Quality Policy either during the Company Induction or ongoing training sessions. In addition the Company operates an Equal Opportunities employment policy throughout all activities.

The Quality Manual and the associated Quality Procedures are reviewed to ensure continuing suitability and they are the authoritative documents relating to Quality within the Company.

The approval of this document is by the Directors of Butler & Young Associates.

SIGNED

  
M Wetton, Director

DATED 22 May 2024