



Internationally Accredited Certification Services

Scope of Operations

QA International Certification Limited provide accredited certification services to the global market place. The company employs a total of 20 staff in the UK, consisting of 2 company directors, a senior management team, an operations team, a QA Manager, a Certification Manager, a Marketing officer and Administrative and Finance Team.

Office hours are Monday to Friday 08:00 to 17:00.

It is the policy of QA International Certification Limited to maintain a safe working environment for all employees and Sub Contractors. In carrying out this policy QA International Certification Limited will provide all necessary instructions, clothing and equipment to facilitate safe working practices.

QA International Certification Limited have engaged with reputable insurance companies to provide adequate employers liability and professional indemnity insurance to safeguard employees in the event of an unforeseen accident, and to protect subcontract workers on client sites.

QA International have a comprehensive list of Scheme Regulations outlining specific requirements for the safeguarding of employees.

It is incumbent upon employees and sub-contractors to follow the Health and Safety Instructions and use clothing and equipment provided by the Company; and report any incidents or areas of concern such as to allow the company to further improve its systems for Health and Safety.

This is the statement of general policy and arrangements for:	QA International Certification Limited
Alan Carter (Managing Director)	has overall and final responsibility for health and safety
Michael Bearpark (Scheme Manager)	has day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Alan Carter (Managing Director) Michael Bearpark (Scheme Manager)	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Michael Bearpark (Scheme Manager)	Staff are provided with necessary health and safety induction. Auditors are advised to obtain site induction (where required by the organization) and wear appropriate PPE as advised by client company. It is also part of procedure that auditors ask for health and safety information / requirements as part of their opening meetings. QAICL Scheme regulations outline specific requirements for safeguarding of employees and sub-contractors.
Engage and consult with employees on day-to-day health and safety conditions	Michael Bearpark (Scheme Manager) Stephen Carter (Technical Manager)	Staff routinely consulted on health and safety matters as they arise. Supervision is provided at head office by adequately trained managers. (Alan Carter – NEBOSH, Michael Bearpark – NEBOSH – Stephen Carter – IOSH).
Implement emergency procedures – evacuation in case of fire or other significant incident.	Alan Carter (Managing Director) Michael Bearpark (Scheme Manager)	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary. Fire risk assessments revised routinely as appropriate.
Maintain safe and healthy working conditions and ensure safe storage/use of substances.	Michael Bearpark (Scheme Manager) Stephen Carter (Technical Manager)	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Signed: * (Employer)	 (A. Carter)	Date:	25/10/2016
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Health and safety law poster is displayed at (location)	Kitchen Wall near photocopy machine
First-aid box is located:	On top of filing cabinets near Reception Desk
Accident book is located:	On top of filing cabinets near Reception Desk

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>
This Policy will be reviewed in the event of a change in circumstances affecting the validity of the policy.