

## QUALITY POLICY 2020

Mackinnon Construction is fully committed to maintaining and building upon our high quality reputation within the industry sectors in which we are employed. In keeping with the fundamental philosophy of quality management that quality cannot be inspected in but must be built in, the emphasis of construction control is on achieving specified requirements by effective planning, preparation and supervision and is committed to continuous improvement in performance in all these areas.

1. MCL will develop, implement and maintain a quality management system consistent with the MCL framework. This system shall be based on a quality assurance system to BS EN ISO 9001:2015.
2. Mackinnon Construction shall:
  - Set project quality objectives and targets
  - Review and update objectives and targets annually
  - Aim for continuous improvement of the Management System
3. The quality control documents and methods used to plan and control construction activities shall include:
  - a) Project Quality Plans, identifying the management structure and quality procedures applicable to each project.
  - b) Overall works programme schedules, representing the timing and sequencing of the works elements.
  - c) Inspection and Test Plans, which identify the key activities, samples, documentation and approvals necessary prior to commencing a particular construction activity.
  - d) Project specific Method Statements and Risk Assessments.
4. MCL produces written and authorised procedures that define how key activities are conducted within the organisation.
5. MCL checks at regular defined intervals that the policies and procedures are being adhered to by all members of staff.
6. Management reviews all policies and procedures on an annual basis to ensure that they remain fit for purpose.
7. Designated staff implement training and induction of all employees including labour only subcontractors.
8. Employees are expected to take personal responsibility for their own professional quality standards in all their activities.
9. Each project shall implement a system of self-certification by means of inspection; testing and monitoring controlled by the project management team with verification by the Client where necessary. All materials and work shall be subject to interim and final inspection or test to check conformity to specification prior to final acceptance. The records created shall demonstrate the self-certification process.
10. An annual review of this policy and the health & safety performance of the company shall be conducted by the Managing Director. Where deemed necessary by the Managing Director this policy shall be revised at any time so to ensure continuous improvements are applied to the quality performance of the company. All changes shall be notified to the employees.
11. This policy shall be reviewed where any legislative changes affecting the companies operation take place.
12. The Managing Director Alistair Mackinnon has overall responsibility for implementing this policy. It is the responsibility of all employees to implement this policy together with their collective and individual responsibilities.
13. MCL will conduct regular reviews of staff competence to ensure that any training requirements are identified and staff attend such training.
14. This policy statement shall be briefed to all employees and suppliers to MCL and made freely available to relevant parties.

Signed:  Date: 18<sup>th</sup> January 2020

**Alistair J. Mackinnon - Managing Director - Mackinnon Construction**