



# Policies

## Quality Policy

Quest Precision Engineering Ltd provides a strong foundation to support all operational activities. Senior management have a primary responsibility to promote the requirements set out by the standards to ensure that all internal parties are working towards meeting these standards and continually driving improvements for our interested parties. We will promote the need of teamwork to achieve the targets and goals set out by the company.

Our focus will be on exceeding our Interested Parties needs and requirements, meeting our Quality, Environmental, Health & Safety requirements along with fulfilling contractual requirements of our Customers by constantly seeking improvements throughout the organisation.

### The requirements of the Quest Quality Policy are to:

- Design, develop and deliver products and services which add value to our business performance;
- Define measurable quality objectives to support continuous improvement performance;
- Measure and communicate the performance on a regular basis and use the information to drive improvements;
- Define and communicate responsibility and accountability for all operational activities;
- Implement processes for reporting, investigation and correction of product or activity non conformances to prevent recurrence;
- Actively seek opportunities for continuous improvement in our designs, products and services;
- Ensure our employees and contractors are provided with the necessary information, instruction, training and supervision to deliver product and service quality in line with our policy;
- Establish and maintain effective quality management controls;
- Continuously improve our quality performance in line with our business objectives.

The organisation and arrangements for implementing this policy are detailed in the Integrated Management System (IMS) and supporting information. The management system complies with the requirements of **ISO 9001, ISO 14001 and OHSAS 18001 standards.**

*Jillian McDonald*  
**Jillian McDonald,**  
**Director**

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# Policies

## Health & Safety Policy

Quest Precision Engineering Ltd is committed to occupational health and safety of all workers, interested parties and the environment around us. Our commitment to prevent ill health, injuries and psychosocial risk by promoting a wellbeing culture throughout the organisation. Our policy provides a strong foundation which is supported by our Integrated Management System. All our interested parties must assume health and safety standards as a personal responsibility in the performance of their activities.

Our team acknowledges that no aspect of the Company’s operations is of greater importance and this will be the foundation in our organisation.

We are committed to the following:

- The Company will comply with all applicable Occupational HSE legislation, regulations, and relevant industry standards of practice concerning the protection of health and safety of all workers & interested parties whether internal or external.
- There is a visible management commitment to ensure occupational health & safety of all, which can be seen from company policies, communication and training.
- We shall ensure that systems are developed and implemented to identify, assess, monitor, review, and control HSE impacts related to our business activities. Periodic audits and reviews of HSE systems and performance will be conducted regularly to ensure compliance.
- Measurable goals have been established and reviewed, promoting continual improvement towards hazard elimination, zero injuries and illnesses.
- The Company will provide the necessary training and education to enable workers & interested parties to understand and perform their roles and responsibilities to meet our expectations and requirements. All employees and contractors must recognize that safety is a condition of employment and that they are responsible for their safety and for the safety of those around them.
- All personnel are charged with the responsibility to make timely corrective action where any conduct or condition may serve to jeopardize the safety, health, or wellbeing of any interested party.

We ask for your full cooperation and support in the full implementation of our Company’s Health & Safety Policy.

**This Health & Safety Policy is fully endorsed by:**

*Jillian McDonald*  
**Jillian McDonald,**  
**Director**

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# Policies

## ENVIRONMENTAL & SUSTAINABILITY POLICY

Quest Precision Engineering Ltd recognises the importance of environmental protection and is committed to operating in full compliance with all environmental regulations, legislation and approved codes of practice relating to the organisation's overall business activities.

It is the Organisation's objective to operate with, and to maintain good relations with all workers and interested parties and we will undertake to:

- Assess and regularly re-assess the environmental effects of the Organisation's equipment plant and operations.
- Adhere to all relevant regulations concerning waste and environmental well-being.
- Ensure that all sub-contractor operations are in-line with this policy, and that they are aware of their respective responsibilities in the environment.
- Train all employees in environmental issues.
- Use machining software to minimise the production of waste and improve utilisation of stock material.
- Minimise material wastage and actively promote the use of recyclable and renewable materials.
- Minimise energy wastage by switching to LED and sensed lighting within the factory and maximise the efficient use of power and fuel supplies.
- Reduce and/or limit the production of pollutants to water, land and air. All waste is disposed of under controlled conditions when re-cycling and/or the re-use of the materials is not an available option.
- Control noise emissions from operations.
- Minimise risk to workers and interested parties from Organisation operations and activities

This policy is communicated to all employees and will be made publicly available upon requests.

All personnel understand their obligations under this policy statement and will abide with the principals and contents of the Integrated Management System Manual.

The company constantly monitors and reviews its environmental performance and this Environmental Policy Statement in order to ensure its continuing suitability and will seek to implement improvements throughout the organisation.

*Jillian McDonald*

**Jillian McDonald,  
Director**

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# Policies

## Mission Statement

With the power of Quest Precision Engineering’s team of talented and dynamic professionals, vast array of machining capabilities, modern technology, excellent customer service and the drive for continuous improvement, our mission is to provide our customers with products and services which will exceed expectation and lead to company excellence.

### Our Vision

Quest Precision Engineering is striving to be a leading manufacturing partner, offering excellent products and services to all our workers and interested parties.

### Our Values

- ✓ To work with honesty, integrity and professionalism
- ✓ Teamwork
- ✓ Passion to fulfil our commitments
- ✓ Respect and Responsibilities
- ✓ Commitment to Excellence

### Our Goal

- ✓ To honour our promises and commitments
- ✓ “Do what we say, say what we mean”
- ✓ Deliver excellent products and services on time, every time
- ✓ Get it Right First Time
- ✓ Support our customer on their journey to excellence
- ✓ Support and Communicate will workers

### Our Objective

- ✓ To achieve our interested party’s specifications every time
- ✓ Deliver excellent products and services to our customers on time
- ✓ Respect and support the environment and community around us.
- ✓ Protect and promote Occupational Health & Safety culture throughout the organisation

*Jillian McDonald*  
Jillian McDonald,  
**Director**

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# Policies

## Good Document Practice (GDP)

Why do Quest require a Good Document Practice?

A continually improving company like ours puts a lot of effort into changing our processes to become a manufacturing partner. During this process it is critical that our documentation has the same level of quality as the parts we manufacture. To allow this to happen we have formed this “Good Document Practice” as a guideline as to how our documents are to be completed.

When dealing with documents you must ensure:

- Documents are to be completed using black or blue pen.
- Handwriting should be legible, concise and clear.
- Data is to be displayed clearly and accurately.
- Company Logos cannot be amended or stretched in anyway as this is controlled.
- Documents should be completed keeping in mind all branding guidelines, if unsure seek assistance.
- Before creating a new document, check another does not exist.
- Documents should be completed fully – signatures, dates and data if it’s not applicable mark “N/A”.
- Documents should be maintained at time of activity.
- Documents which can be used universally throughout all cells should be added to the IMS Manual to ensure uniformity.
- Controlled documents in IMS Manual should not be altered. You must complete a Document Change Request (DCR).
- Documents should be stored on the Company Server and/or hardcopy for required retention period.
- If there has been a mistake made strike through error and initial the error (DO NOT SCRIBBLE OVER)

*Jillian McDonald*  
**Jillian McDonald,**  
**Director**

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# Policies

## Modern Slavery, Human Trafficking & Child Labour Policy

Quest Precision Engineering Ltd which is based in the UK endeavours to provide a conducive working environment that is characterised by equality and mutual respect. Throughout its procurement, manufacture and delivery of our products we will not tolerate the use of child or forced labour, nor exploitation of any child or adult in its business operations.

The definition of Modern Slavery & Human Trafficking is the recruitment, movement, harbouring or receiving of children, women or men through the use of force, coercion, abuse of vulnerability, deception or other means for the purpose of exploitation.

The definition of Child Labour, as defined by the International Labour Organisation (ILO) Convention is “work by children under the age of 12; work by children under the age of 15 that prevents school attendance; and work by children under the age of 18 that is hazardous to the physical or mental health of the child.

In the conduct of its business Quest:

- Will not employ children that falls into the definition as stipulated by ILO Convention, notwithstanding any national laws or local regulation;
- Will comply with all other applicable child labour laws, including those related to wages, hours worked, overtime and working conditions;
- Is against all forms of exploitation of men, women and children. The company does not provide employment to any man or woman under duress or may fall into the definition of the Modern Slavery & Human Trafficking Act. Nor will we employ any child before they have reached the legal age to have completed their compulsory education, as defined by the relevant authorities;
- Expects its Supplier’s and associates to have and uphold similar standards and abide by country-governing laws in countries wherein they operate. Should violation of these principles become known to Quest Precision and not be remediated, we will take serious action, including discontinuation of the business relationship;
- As part of Quest’s Interested Risk Assessment, we will assess, implement, train and enforce effective systems and controls to ensure child labour, slavery and human trafficking is not taking place anywhere in our business and in our supply chain.

*Jillian McDonald*

**Jillian McDonald,  
Director**

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