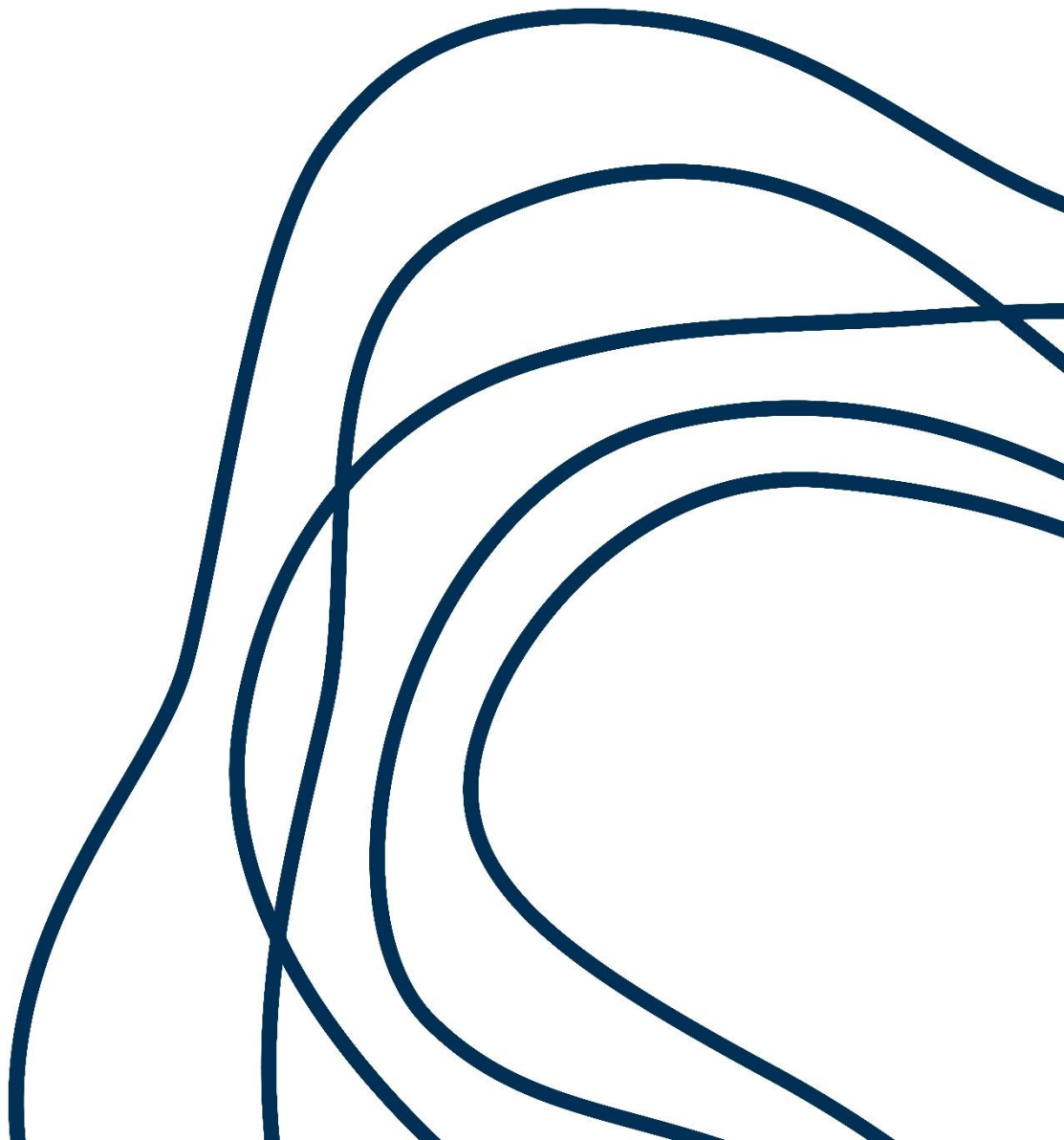





QUALITY POLICY STATEMENT

Policy owner: Head of SHEQ



Document control

Document title	Quality Policy Statement		
Version	1.0		
Prepared by	Richard Marshall, Head of SHEQ	Date	02.09.24
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Approved by	Guy Hunt, Chief Executive	Date	02.09.24
			
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ISO references	POL-QA-001		
Related policies			
Related procedures			
Related guidance			
Related forms			

Document update history

Updated by:	Update date:	Changes made:



We actively manage quality on all our projects through our Quality Management Systems and documented procedures. Every project meets the Chartered Institute for Archaeologists (CIfA) ‘Registered Organisation’ Standards. This Quality Assurance scheme includes regular inspections and re-registration. We have passed a Board resolution to follow the CIfA Code of Conduct and Standards. All our activities are supervised by a Member grade (MCIfA) ‘responsible post holder’.

Quality Assurance

We regularly review and audit our Quality Management System (QMS) to make sure it is in line with standards, regulations, and laws. Our QMS guarantees the safety and security of our people, products, and services, so we are always looking to make improvements. We set objectives to make sure we are delivering the highest level of quality. We review our objectives yearly, or if there are any significant changes to the organisation.

Committed to excellent customer care

We meet and exceed our customers’ expectations, earning their confidence and trust by:

- Ensuring that our services are in line with their expectations and requirements.
- Continually improving every part of our work.
- Using customers’ feedback to ensure necessary improvements and contribute to the supply of high-quality services.

Focus on teamwork and leadership

Our management team works closely with our customers, employees, and partner networks. We focus on mutual communication, training, service, and support.

We will...

- Maintain an effective Quality Management System complying with ISO 9001:2015.
- Conduct our business in an ethical and professional manner.
- Build our reputation, and that of our clients, through our high level of quality of service.
- Meet our clients’ needs and quickly address any issues as they arise.
- Ask our clients and stakeholders for feedback. We use this and our internal data to keep improving.
- Be certificated to ISO 9001:2015 by an accredited certification body.