



## QUALITY POLICY

The Company's quality assurance system is in accordance with the requirements of BS EN ISO 9001-2008. These requirements are considered to be the minimum standard of attainment by the Company to ensure that the quality requirements of customers are fulfilled in all respects.

It is the policy of the Company to apply the quality assurance programme on all contracts.

The procedures in this manual define how the resources of the Company are organised and controlled so that assurance can be given on the Company's ability to work to specification and to control all aspects of product quality.

A programme of continual improvement of all activities directly affecting the quality will be maintained by regular review and monitoring. Quality objectives are set and reviewed at the six monthly System Review. The policy is communicated via induction training and notice boards.

All procedures and principles detailed in this manual are mandatory and no deviations or alternatives are permitted by Company employees or subcontractors involved in these procedures.

The manual is reviewed and updated to ensure continual improvement in the effectiveness of the system.

## ENVIRONMENTAL POLICY

E.C Williams Ltd is a high quality electroplating company supplying functional finishes to the engineering sector. It is a third generation family company operating out of a bespoke factory, regulated by the Environment Agency and certified by the BSI since 2004. The coatings supplied have an environmental benefit by extending the product life and functionality of the components coated.

The company will:-

- 1) Commit to comply with all relevant environmental legislation and regulations and other relevant requirements to which the company may subscribe.
- 2) Maintain a programme of continuous improvement of all activities directly affecting the environment by regular review or monitoring.
- 3) Continually reduce raw material usage, energy consumption, waste generation and avoid pollution.
- 4) Ensure all production personnel are aware of the potential environmental impacts of the processes for which they are responsible.
- 5) Continuously improve the overall environmental performance by monitoring performance and auditing.
- 6) Set and review objectives and targets annually by management review.
- 7) Encourage our customers and suppliers to adopt environmental responsibility through raising environmental awareness.

The Managing Director has overall responsibility for the Environmental Management System and will make the necessary resources available.

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby 2<sup>nd</sup> May 2013  
Managing Director



## GENERAL SAFETY POLICY STATEMENT

- 1) The Board of Directors of E. C. Williams regards the promotion of health and safety measures as a mutual objective for the management and employees at all levels.
- 2) It is therefore company policy to do all that is reasonable to prevent accidents, personal injury, ill-health and damage to property and to protect everyone from foreseeable work hazards, including the public insofar as they come into contact with the company or its products.
- 3) In particular, the company has a responsibility to:
  - provide and maintain safe and healthy working conditions, taking account of any statutory requirements.
  - provide training and instructions to enable employees to perform their work safely and efficiently.
  - make available all necessary safety devices and protective equipment and to supervise their use.
  - maintain a constant and continuing interest in health and safety matters applicable to the company's activities and for its management to set an example in safe behaviour.
- 4) Employees have a responsibility to co-operate in this objective by:
  - working safely and efficiently
  - using the protective equipment provided and by meeting statutory obligations.
  - reporting incidents that have led, or may lead to injury or damage.
  - adhering to company procedure jointly agreed on their behalf for securing a safe workplace.
  - assisting in the investigation of accidents with the objective of introducing measures to prevent a recurrence.
- 5) The members of management in this factory are responsible for maintaining safe and healthy working conditions within the framework of the General Policy Statement.

Signed for and on behalf of E.C Williams Ltd

A handwritten signature in blue ink, appearing to read 'H. Skouby'.

H Skouby      2<sup>nd</sup> May 2013  
Managing Director