

QUALITY POLICY

Rex Procter & Partners are dedicated and committed to uphold a reputation for providing client focused *Construction Cost Consultancy Services to both Public and Private Sector Industries.*

Investment in our people supports a service that meets client's specified requirements in a timely manner.

We are fully committed to comply with the requirements of the ISO 9001: 2008 Standard including mandatory procedures and to continually improve the effectiveness of our Quality Management System covering all areas of our business.

This policy provides a framework for establishing and reviewing our objectives. Our current objectives focus on:

1. Client retention and satisfaction:
2. Increased productivity through Partner involvement in all projects.
3. Analyse current performance data to develop future performance measures
4. Quality Audits / File Record Accuracy
5. Record Keeping
6. Final Account Delivery

These objectives are used as a basis to measure and improve our performance ensuring compliance with client's specified requirements. The Directors have overall responsibility for the implementation of this policy. The Office Manager acts as the Quality Management Representative therefore overseeing all matters relating to quality.

Through individual performance reviews, the Directors ensure that all employees fully understand how their job roles contribute to the effective implementation of our business activities.

The business complies with relevant legislative and regulatory requirements relating to the business operations. Full facilities are afforded to client's representatives and approving organisations in carrying out assessments of the Quality Management Systems implementation.

This policy reflects the current business structure, size and operation. However, this policy is reviewed for continuing suitability during our management meetings.

Paul Mackie and **Andrew Cooper**
Chairman Managing Director