



QUALITY POLICY STATEMENT

Policy owner: Head of SHEQ



Document control

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Prepared by	Richard Marshall, Head of SHEQ	Date	02.09.24
Reviewed by	Chris Henry, HR Director	Date	02.09.24
Approved by	Guy Hunt, Chief Executive	Date	02.09.24
			
Next update due by	March 2027		
ISO references	BS EN ISO 9001:2015 Quality management system requirements BS EN ISO 45001:2018 OH&S management system requirements BS EN ISO 14001:2015 Environmental management system requirements Section 5.2 policy		
Related policies	POL-HS-0022 Health & Safety Policy POL-ENV-0023 Environmental Policy		
Related procedures	IMS Manual MAN-IMS-0001		
Related guidance	N/A		
Related forms	N/A		

Document update history

Updated by:	Update date:	Changes made:
R Marshall	31.07.25	Document reviewed, no changes, review date revised.
G Hunt	24.03.26	Document reviewed, no changes, except revised review date in line with Exec team annual review.

Quality Policy Statement

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, and 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 manages 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 customer's 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 work 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 client's 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.



Signed:

Guy Hunt, Chief Executive

Review date: March 2027

Date: 24th March 2026