

Quality Policy HGVT/Insite

The continuing quality policy of HGVT/Insite Companies Ltd is to provide a high quality, professional and efficient driver training services to the satisfaction of all the requirements of our clients.

This achievement will result in securing business efficiency, a strong customer focus and enhancement of long-term sustainability and profitability within the Organisation.

The Senior Management Team (SMT) will show leadership and commitment and bear the responsibility for establishing, implementing, integrating, and maintaining the Quality Management System (QMS).

We will undertake to make sure that sufficient resources are made available within the Organisation to achieve this. We undertake to ensure, through communication, engagement, practical example and training that Quality is the aim of all members of this Organisation.

Through direction, great communication and support, each employee will have a proper understanding of the importance of the QMS function, their responsibility to contribute to its effectiveness and its direct relevance to the success of HGVT/Insite Companies Ltd

Equally, every employee is responsible for, and will be trained to perform, the duties required by their specific role. HGVT/Insite Companies Ltd has a policy of promoting continual improvement and setting of Quality Objectives in line with the framework laid down within ISO 9001 Standard as amended. These Objectives will address the risks and opportunities within HGVT/Insite Companies Ltd as determined by the SMT.

We hereby certify that this Quality Manual and the Policy manuals accurately describes the Quality system in use within HGVT/Insite Companies Ltd to meet the requirements of ISO 9001: as amended.

My quality system will be monitored, measured, audited, evaluated and enhanced regularly under the SMT managers, who are collectively and ultimately responsible, with regular reporting and communication of the status and effectiveness at all levels.

The Company is committed to continual improvement of our quality performance in line with ISO9001 requirements.

The policy will be continually monitored and updated, at least every twelve months and communicated to all staff, sub-contractors and suppliers.

Name: James Clifford

Signature: *James Clifford*

Position: CEO

Date 25th November 2022