

AFFINITY OFFSHORE SDN BHD	DOC NO.	Aff-QM-01-001(a)
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QUALITY POLICY		

Affinity Offshore Sdn Bhd provides architectural services of the highest standard to the offshore marine industry.

The company is committed to the development, implementation and continual improvement of efficient and effective processes designed to ensure that the requirements and expectations of the customer are met on every occasion, whilst complying with all relevant statutory and regulatory requirements.

Affinity Offshore Sdn Bhd will ensure this policy is effective by: -

- compliance with all relevant laws and regulations
- ensuring a close and constructive relationship with all Clients and Suppliers, and to maintain that relationship throughout the length of service
- ensuring that the necessary competent personnel, infrastructure and operating processes are in place to service the business needs of the company
- providing the necessary information, training and supervision to ensure competent working practices
- implementing systems for measurement, analysis and improvement of product, services and the management system
- setting and reviewing objectives and targets to ensure continual improvement
- the regular review of the Management System's performance

All personnel have direct influence on the quality of our service and are responsible for adhering to the company's quality requirements. These requirements are communicated to all members of staff through the issue of Management System Procedures, regular meetings and posting quality related information on the notice-board.

Responsibility for establishing and implementing this Quality Policy rests with the Managing Director.

Approved By:

Managing Director

Simon Hay

Date: 24-11-2020.

COMPANY PROPRIETY INFORMATION

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