

QMS Procedure

7.1.3 Infrastructure

Scope

This procedure sets out the necessary controls to ensure the infrastructure within the organisation is capable of supporting that organisation and enabling it to achieve the conformity of product and service.

1. Workplace and Facilities

The Company shall provide its staff with a workplace, which, as a minimum, complies with the requirements of Health & Safety Legislation.

Where staff visit customer's sites, an initial risk assessment should be carried out to determine whether that site is safe for staff to carry out the duties required of them.

2. Equipment, Hardware and Software

As part of the infrastructure plan, the Company shall provide all Equipment, Hardware and Software required to enable staff to perform their duties in a safe and efficient manner.

All Equipment, Hardware, Software requirements and usage will be monitored and reviewed at regular intervals.

3. Maintenance of Equipment

Maintenance programmes, which form part of the infrastructure plan, shall be used to ensure all Equipment, Hardware and Software shall be maintained so that time and usage do not impair safety and efficiency.

4. Environmental Issues

The infrastructure plan shall include details on how the company operations impact on the environment, and defines the methods of minimising those effects.

5. Supporting Services

The Company shall ensure that supporting services are in place and are fully maintained, these shall include, the leasing of vehicles, IT services.

6. Records

Maintenance records, Equipment Inspection records, statutory records shall be maintained where applicable at all locations under our control.