

## CONTROL MANUAL

<i>Soil Property Testing Ltd.</i>	Section:	1
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Title of Section: QUALITY POLICY	Issue No.:	5
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- 1.1 Soil Property Testing Ltd. undertakes to give a high quality of service to its customers and to provide customers with a service presently complying with ISO/IEC 17025:2005 for all testing procedures for which it holds UKAS Accreditation. It is the policy of Soil Property Testing Ltd that all testing undertaken by the Laboratory, shall be carried out to the procedures laid down in the Test Procedures Manual, the relevant British Standards and the customers' requirements.

The objective of the Management System is to ensure that a high level of accuracy and competency is achieved at all times in all aspects of the work carried out by the Laboratory. The laboratory management is committed to ISO/IEC 17025:2005 and is also dedicated to continually improve the management system, *and is working towards transition to ISO/IEC 17025:2017 by 1<sup>st</sup> December 2020 as set out in the UKAS Technical Bulletin dated 25 Jan 2018.*

It is a condition of employment that all staff of Soil Property Testing Ltd. shall familiarise themselves with the contents of the Quality Manual and implement the policies and procedures in their work.

The Technical Director shall be responsible for ensuring that this policy is implemented and achieved. He shall also ensure that the testing staff are not overloaded or subjected to pressures that could affect their judgement.

The Quality Manager shall have overall responsibility for the control of quality, *ensuring that in-house replicate testing, and interlaboratory test schemes are regularly carried out to measure the accuracy of test results, and respond as necessary should any results be outside the acceptable limits. He shall also be responsible for the implementation and maintenance of the calibration system.*

In the event of the absence of the Technical Director or the Quality Manager, their Deputies shall be responsible for covering the duties of whoever is absent in order to maintain the Management System. The Training Manager shall also be available to guide, advise and monitor the testing procedures, *and ensure the staff are regularly audited/ spot checked for the tests they are deemed competent to carry out, and staff training records updated accordingly.*

**S.P.Townend.FGS.**  
CHAIRMAN

**15<sup>th</sup> February 2018**

### 1.1 ACCREDITATION AND APPROVAL BODIES

The Laboratory is accredited for soil testing by the United Kingdom Accreditation Service (UKAS), for those tests indicated on the current UKAS Accreditation Schedule.