

# QUALITY POLICY

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Corporate Policy Document

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|---------------------------|--------------------------------|
| <b>Document reference</b> | GES-POL-QA-001                 |
| <b>Version</b>            | 1.0                            |
| <b>Policy owner</b>       | Shaye Grant, Managing Director |
| <b>Approved by</b>        | Shaye Grant, Managing Director |
| <b>Effective date</b>     | 22nd July 2026                 |
| <b>Next review</b>        | 22nd July 2027                 |

## DOCUMENT CONTROL

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### Version History

| Version | Date           | Description of change | Author   |
|---------|----------------|-----------------------|----------|
| 1.0     | 22nd July 2026 | First issue           | S. Grant |

### Approval

| Name        | Position          | Signature and date                   |
|-------------|-------------------|--------------------------------------|
| Shaye Grant | Managing Director | <i>Shaye Grant</i><br>22nd July 2026 |

### Distribution

This policy is issued to all directors, employees, workers and sub-contractors of Grants Electrical Solutions Ltd, forms part of induction, and is available to clients and other interested parties on request.

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## **1 POLICY STATEMENT**

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- 1.1 Grants Electrical Solutions Ltd is committed to delivering every installation right first time, in full compliance with BS 7671 (18th Edition), the specifications and standards applicable to each contract, and the requirements of its NICEIC and NAPIT registrations, and to continually improving its processes and workmanship.

## **2 QUALITY ARRANGEMENTS**

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- 2.1 Quality is delivered through:
- (a) competent, qualified operatives working under the technical supervision of the Qualified Supervisor;
  - (b) documented specifications, drawings and RAMS for every job;
  - (c) inspection and testing of every installation before energisation and certification, with calibrated instruments;
  - (d) certification issued only by authorised persons and retained with full records;
  - (e) snagging and completion reports signed off with the client; and
  - (f) review of defects, call backs and complaints to eliminate root causes.

## **3 MATERIALS AND SUPPLIERS**

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- 3.1 Only compliant materials from reputable suppliers are used, and counterfeit or non-compliant product is rejected and reported. Supplier performance is reviewed.

## **4 RESPONSIBILITIES**

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- 4.1 The Managing Director owns this policy; the Qualified Supervisor owns technical standards; every operative is responsible for the quality of their own work.

## **5 REVIEW**

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- 5.1 This policy is reviewed at least annually by the Managing Director and following any incident or change in legislation or the business, with changes recorded in the version history.

**Signed for and on behalf of Grants Electrical Solutions Ltd**

Signed: 

Shaye Grant, Managing Director    Date: 22nd July 2026