

## **QUALITY POLICY**

## **IMS 1.2.2**

### **1. OVERVIEW**

Advanced Diesel Injection are committed to ensuring that we comply provide high quality products and services to our clients and will continually strive to be recognised as diesel fuel injection specialists within the industry.

### **2. OBJECTIVES**

- Deliver top quality products and services to its customers and continually seek feedback to ensure we are aware of and meeting changing requirements and needs.
- Provide a safe and healthy working environment in which workers (employees and sub-contractors) are encouraged to develop to their full potential within the organisation and effectively utilising this potential in achieving company goals and objectives.
- Be a conscientious member of the business community, complying with legal requirements including occupational health and safety and environmental requirements and seek to provide input for the betterment of the industry.
- Utilise sound management and financial management techniques to provide stability and security in the operations of business.
- Develop and refine objectives and targets, measuring against these objectives and targets and learning from what they tell us.
- Seek to continually improve the products and services that we offer and the ways in which we deliver those products and services. We will utilise the principles set out in ISO 9001:2015 to further develop and refine our quality system.
- Actively seek to expand our company base to further strengthen the company and provide opportunities for employee development.

### **3. APPLICATION OF THE POLICY**

This policy is applicable to all operations and functions including those situations where workers are required to work off site. The policy does not form part of an employee's contract of employment with Advanced Diesel Injection.

## QUALITY POLICY

## IMS 1.2.2

### 4. RESPONSIBILITIES

Each management representative (e.g. supervisor) is accountable for implementing this policy in their area of responsibility, this will be measured via inspections and audits.

#### **Management Responsibilities:**

- Provision and maintenance of a quality management system.
- Involvement in the development, promotion and implementation of quality policies and procedures.
- Train employees in the sound performance of their assigned tasks.
- Provision of resources to meet the quality commitment.
- Identify, report, investigate and resolve all non-conformances and take action to prevent reoccurrence.
- Establish objectives and targets to ensure continual improvement aimed at eliminating non-conformances.
- Report on objectives and targets.

#### **Supervisor Responsibilities:**

- Train employees in the sound performance of their assigned tasks.
- Identify, report, investigate and resolve all non-conformances and take action to prevent re-occurrence.

#### **Worker Responsibilities:**

- Follow all quality policies and procedures.
- Report all non-conformances to their immediate supervisor.

### 5. CONSULTATION

Advanced Diesel Injection is committed to consultation and cooperation between management and employees. We will consult with employees in any workplace change that will affect the quality outcomes or standards.

### 6. BREACH OF POLICY

Failure to comply with this policy may result in performance management or disciplinary action being taken against workers. Disciplinary action may include but is not limited to a warning, suspension, counselling or termination of employment.

In the event that a worker's conduct breaches Australian Law or constitutes a criminal offence, Advanced Diesel Injection is obliged to notify the Police or relevant authority of the unlawful behaviour which may result in prosecution.



Version: 1.1  
Issue Date: June 2019  
Review date: August 2021

## QUALITY POLICY

**IMS 1.2.2**

### 7. VARIATION

Advanced Diesel Injection reserves the right to vary, replace or terminate this policy from time to time and in accordance with regulatory requirements, changes in legislation or at the organisation's discretion.

**Authorised by: *NEIL GREENING***  
**Neil Greening - Director**