



Quality Policy – 2022

Introduction

Westwood strives to deliver the highest possible quality in all our products and services.

- Our main goals are customer satisfaction and safety.
- We are all responsible for quality and safety.
- We aim to continually improve quality.

We provide such quality to our customers as a matter of personal pride. It is also our aim to produce a quality that benefits our customers as much as feasibly possible. Our high standard of quality is achieved through:

- A personal commitment to strive for the highest possible quality.
- A general company quality system for documentation and design.
- An ISO 80079-34 2018 quality management system audited by a notified body to ensure compliance.

These systems along with various other controls ensure we maintain our commitment to providing quality products and services. It is the responsibility of the management team and all employees to understand and apply this policy, associated procedures, practices, and to maintain our high standards and reputation.

Policy

The following points outline the key aspects of this policy:

- 1. Application.** This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, managers, contractors etc and suppliers.
- 2. Provisions.** Westwood ensures the following:
 - Documentation is produced, controlled and audited via our ISO 80079-34 2018 QMS and also by our general company quality systems. Our policy specific to our Atex products is defined in section 5.2 of our QMS Manual.
 - All designs produced are reviewed by our Technical Director and peer reviewed to ensure the highest possible standards.
 - Westwood are actively involved in various international standards as committee members to ensure we are at the forefront of best industry practices.
 - An innovative approach is always taken where possible to ensure we can provide ground-breaking solutions that benefit our customers.
 - Employees at all levels receive appropriate training to ensure our works have the highest possible skill levels.
- 3. Communication.** This policy is communicated to all employees, suppliers and contractors to ensure compliance. Westwood consults with staff on quality via team meetings, notice boards, and email bulletins. In addition, regular discussions are held with suppliers to ensure our supply chain is of the highest possible standard.



Enforcement

Westwood enforces this policy in the following ways:

1. Communicate and provide a copy of this policy to all employees, contractors and suppliers.
2. Explain that all employees, contractors and suppliers are expected to work in full compliance with this policy.
3. Explain that all employees and contractors in addition to the stipulations of this policy personally have a responsibility to ensure their work is of the highest possible standard.
4. Encourage open communication for suppliers, employees or contractors to point out any areas for improvement.
5. Any supplier, employee or contractor found to be in breach of this policy may face disciplinary action or dismissal dependant on the extent of the offense.
6. Regularly review this policy and any controls to ensure it is enforced properly. Republish and distribute the policy annually in January of each year.

This policy will be drawn to the attention of all new employees as part of their induction. It is the duty of each employee to ensure all work is done to the highest possible standard; to familiarise themselves with and implement company procedures; and to report any shortcomings in the arrangements.

It is the responsibility of the management team to monitor the effective implementation of this policy and ensure that adequate resources are provided.

Carl Burgess
Managing Director