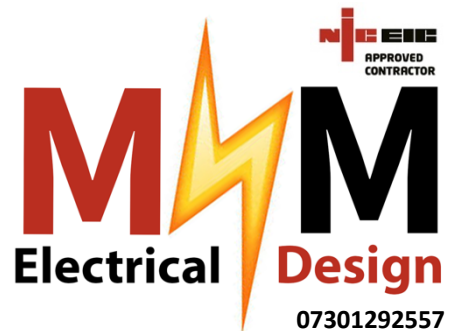




support@mmelectricaldesign.com

3rd Floor

86-90 Paul Street

London

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QUALITY ASSURANCE POLICY

1. Introduction

- a. MM Electrical and Design Ltd recognises the responsibility of quality assurance beyond legal and regulatory requirements. The overall responsibility of quality assurance and policy development lies with the Proprietor, Mickele Maytil. It will also be any individual's responsibility to ensure they meet the company's policy expectations throughout their employment process.
- b. MM Electrical and Design Ltd recognises and accepts its responsibilities under the IET Wiring Regulations (BS 7671), including the responsibility to:
 - i. Meet the requirements of the Regulations
 - ii. Carry out work safely as per HASAWA 1974, and the Electricity at Work Regulations 1989
 - iii. Provide information, instruction, training, maintenance and supervision as is necessary to ensure health and safety of employees
 - iv. Provide relevant paperwork for all work carried out

2. Quality Assurance Targets

- a. Meet and, where appropriate, exceed the requirements of current and future relevant legislation
- b. Minimise transportation use, ensuring routes are planned for efficiency and to reduce emissions
- c. Communicate regularly with stakeholders
- d. Dispose of all waste following guidelines
- e. Work with, and monitor our suppliers to minimise the impact of operations due to missing materials or equipment
- f. Prioritise the use of electronic communication rather than paper-based
- g. Follow all processes meticulously
- h. Prioritise the use of quality materials for long-lasting durability

3. Proprietor's Duties

- a. The Proprietor takes responsibility for the quality assurance throughout the company to ensure all work and processes are up to standard and do not affect the Business' operations, or the client's expectations. To confirm this, one will:
 - i. Be aware of all relevant Regulations
 - ii. Ensure that environmental factors are incorporated into business decisions
 - iii. Ensure that employees receive sufficient information and training
 - iv. Ensure the client is satisfied throughout the working partnership
 - v. Ensure that there is sufficient paperwork to comply with relevant statutory obligations

This policy will be reviewed regularly and updated if there is any change in circumstance or Law.

Signed (Proprietor):

Date: 01/01/2026