

# **J.H. CIVIL ENGINEERING LTD**

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## **QUALITY MANUAL**

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## **Section 1 – Distribution List**

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*1	<del>Copy No. 2</del>	<del>-</del>	<del>Administration</del>

\*1 – Copy No. 2 removed from system and sent to archives as company does not require 2 paper copies.

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### **Section 3 - Foreword and Scope**

This Quality Manual is the means by which J.H. Civil Engineering Ltd (the Company) satisfies the requirements of their customers with regard to the requirements of BS EN ISO 9001:2000.

The Company operates a Quality Management System that is described in this Quality Manual and supported by Operational Procedures (OPs) that are detailed in a Procedures Manual.

This Quality Manual is set out in accordance with the requirements of BS EN ISO 9001:2000.

The initial version of this Quality Manual was approved and issued in 2000. The Manual was completely overhauled to adopt the requirements of BS EN ISO 9001:2000 and re-issued on September 1st 2003 as Version 5.0 and subsequently approved by the Director.

Version 6.0 was issued on 31 May 2007 following review of the Quality Manual for accuracy. This version was approved by the Director.

#### **Scope**

The Quality Management System of J.H. Civil Engineering Ltd covers the following activity:

#### ***The provision of civil engineering services and plant hire services***

This activity operates from the Company's premises in Airdrie and on customer's sites throughout the UK.

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## **Section 7 – Company Profile**

J.H. Civil Engineering Ltd. was established in 1983 by the present Managing Director, Mr John Higgins to provide a range of high quality civil engineering services to industry, public utilities and local authorities, within Scotland.

Services include: -

- Road and walkway surfacing, repair and maintenance
- Kerb laying and road ironwork specialists
- JCB and transport plant hire
- Car parks, mono-blocks and slab work
- Excavation
- Associated road planing and civil engineering works

J.H. Civil Engineering Ltd. is based at an industrial estate in Airdrie. Its premises include a garage, maintenance and repair workshop facilities, and administrative offices. The Company operates a wide range of site plant, and transport vehicles, which are maintained by qualified fitters.

JH Civil Engineering Ltd. ensures compliance with regulatory and customer requirements by maintaining membership and registration to the following bodies:

- Constructionline
- The Freight Transport Association

The company also holds a Waste Carriers Licence\*<sub>1</sub>

J.H. Civil Engineering Ltd. employs a highly trained staff to ensure that customers receive the best possible service.

\* 1 – Clause added to company profile following annual review.

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## Section 9 - Organisation and Responsibilities

### ORGANISATION CHART

