

SL ENGINEERS – QA/QC POLICY

SL Engineers is strongly committed to sound advisory and engineering principles in its analyses, and the production of quality documents. This Quality Assurance/Quality Control (QA/QC) policy is designed to maintain the consistency and accuracy of the documents and assessments produced by SL Engineers.

1. General Principles

Quality work is the responsibility of every employee performing the work. Quality can be obtained through appropriate planning and control of documents and by specific quality control activities such as reviewing, checking and quality assurance. Peer review is the fundamental principle of this policy,

2. Our commitment:

- Providing high quality work
- Deliver the work we committed to in a timely manner
- Applying rigorous, standardised and consistent assessment procedures
- Establishing standards and monitoring procedures for providing sound advice and documents to our clients
- Supporting QA/QC best practices improvement through regular review of this policy
- Ensure that all our deliverables go through an internal peer review process prior to being released to the client

3. Our day to day Implementation

We will achieve these commitments by:

- Managing prospects and projects in a standardised manner
- Identifying and reviewing the client's requirements
- Using standardised templates for proposal and reports
- Using standardised assessment and reporting methodology
- Having Quantitative assessment and figures double checked internally
- Spelling check of all documents issued to clients
- Having each document reviewed and approved by a director prior to issuance to the client
- Keeping track of the revision of the documents
- Following a standardised filing nomenclature
- Following communication protocol
- Reviewing QA/QC procedure on a regular basis based on learning from continuous improvement

4. Changes to this Policy

This policy is to remain in force until any of the following occur:

1. The related information is amended/replaced; or
2. Other circumstances as determined from time to time by the management team.

For and On Behalf of SL Engineers

A handwritten signature in blue ink, appearing to read 'Louis Lefevre'.

Louis Lefevre

Technical Director