Quality Policy

Paramount Platforms Ltd. | Granites Chase, Billericay, Essex, CM11 2UQ

Quality Policy Statement

The organisation is committed to providing services and products that meet customer needs and, when possible, exceed their expectations. We also make sure we follow all legal, regulatory, and industry standards, especially because we work in safety-critical areas such as transport and logistics. We know how important high quality is for keeping our operations safe and for keeping our customers satisfied.

This policy explains how we set, monitor, and achieve our quality goals. It helps us meet UK laws, follow the requirements of FORS Gold, and continue improving by using proven methods and good quality management practices.

This statement shows our commitment to quality across the whole organisation. It explains the standards we follow and provides clear guidance to employees, contractors, clients, and stakeholders on what they can expect from us in daily work and long-term planning.

Stephen Mann
Director
Reviewed: 09/07/2026

Next review date: 01/07/27

Version 2

Purpose

The purpose of this policy is to set out a clear and consistent process that all staff must follow when undertaking any work outside of their normal duties for Paramount Platforms. This includes additional work carried out alongside roles in transport, engineering, machine maintenance, operations, administration, and site-based activities.

Paramount Platforms is committed to ensuring that all work undertaken by employees, contractors, and temporary staff is carried out safely, lawfully, and without creating risk to individuals, the business, or its customers. Declaring additional work allows the company to manage fatigue, competence, and legal compliance across all areas of the business.

Where additional work involves driving or transport activities, all relevant drivers' hours and road traffic regulations must be followed. Where additional work relates to engineering, maintenance, or operational activities, the same principles apply in respect of health and safety, working time, and fitness for work.

Scope

This policy applies to all employees, contractors, agency workers, and third-party partners engaged in any activity on behalf of Paramount Platforms. It covers all operational areas including, but not limited to:

- Transport and logistics activities
- Engineering, maintenance, and inspection of machines
- Machine delivery, collection, and on-site operation
- Warehouse, yard, and site-based activities
- Office, planning, and support functions

The policy applies to all additional work undertaken outside of normal contractual duties, whether paid or unpaid, and whether carried out within or outside the business.

Failure to declare additional work may lead to increased safety risk, regulatory non-compliance, and potential disciplinary action.

Legal and Regulatory Compliance

Paramount Platforms complies with all relevant UK legislation and recognised industry standards applicable to its operations. This includes:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Road Traffic Act 1988
- EU Regulation 561/2006 and GB Domestic Hours Rules where driving is involved
- Working Time Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- Provision and Use of Work Equipment Regulations 1998

The company also operates in line with the expectations of regulators, customers, and industry bodies and maintains FORS Gold Accreditation. Compliance is viewed as a core operational requirement rather than a minimum standard.

Responsibilities

Senior Management
Senior management is responsible for establishing and maintaining systems that support compliance across all business activities. This includes providing suitable resources, training, and oversight to ensure work is planned and carried out safely and effectively.

Managers and Supervisors
Managers must ensure that employees understand this policy and their responsibilities under it. They are responsible for reviewing declarations of additional work, assessing any associated risks, and taking appropriate action to prevent fatigue, conflict of interest, or safety concerns.

Employees, Engineers, and Operators
All staff are responsible for declaring any additional work accurately and promptly. Individuals must ensure that additional work does not compromise their ability to perform their role safely, competently, and in line with company procedures. Any concerns about fitness for work or compliance must be raised immediately.

Monitoring and Review

Compliance with this policy is monitored through management checks, audits, and operational reviews. This may include review of working hours, engineering records, inspection schedules, incident reports, and customer feedback.

Where non-conformance or risk is identified, investigations will be carried out to establish root cause and implement corrective actions. Records will be maintained to demonstrate compliance and support continual improvement across all aspects of the business.

This policy is reviewed regularly to ensure it remains appropriate to the nature and scale of the company's operations and reflects changes in legislation, industry standards, and business activity.