

Quality and BIM Policies



Contents

1.	Quality Policy	2
2.	Building Information Management Policy	3

1. Quality Policy

Tony Gee and Partners LLP provide specialist design services to the construction industry. Our approach to quality is captured by the phrase 'design once, engineer right'. We are focussed on getting the design right first time and ensuring the engineering is correct. This is fundamental to the ongoing success and sustainability of our business where we endeavour to meet our commitments to our clients in full. We do this by providing specialist technical services on time and to a standard that enables all those involved in projects to undertake their work both efficiently and profitably.

Our vision is to achieve sustainable growth through enduring client relationships; we are committed to providing a quality service that our clients can rely on. Our mission is to develop solutions that meet or exceed our clients expectations, through innovative design and investment in people, processes and resources.

We aim to achieve this by:

- Maintaining a robust, agile and effective management system that is certified to ISO 9001 consisting of policies, procedures and processes.
- Planning, monitoring and progressing management system objectives which drive a process of continual improvement.
- Encourage a culture where all staff take responsibility for quality, share knowledge and best practice across the business.
- Follow structured processes and training for all staff, which develop our efficiency and effectiveness.
- Obtaining and incorporating feedback from clients and developing opportunities by promoting strong working relationships.

The Management of Tony Gee are committed the implementation of this policy and ensure adequate training and resources are made available to do so. It is every employee responsibility to co-operate fully in the implementation of this policy. This policy is reviewed annually to ensure it remains effective and relevant to any changing facets of the industry.

2. Building Information Management Policy

Building Information Management (BIM) is a collaborative approach to working effectively, managing information for an asset from its conception right through to its operational stage, and possible repurpose or demolition. Our primary focus is on defining the correct people and processes for our projects, supported by various tools and technologies to create digital representations of physical and functional characteristics of the asset. BIM is not just the new name for Computer Aided Design (CAD) but rather is an underpinning project information management process that helps our business add value to every project.

Our goal is to deliver all projects in accordance with ISO 19650 and maintain industry accreditation to provide a high-quality product for our clients and ensure the delivery of BIM is business as usual.

The BIM Director and BIM Management Team will maintain the BIM Strategy, which identifies current capabilities, key goals, and objectives. We will improve our procedures and processes through feedback and continuous improvement.

Tony Gee is committed to the implementation of BIM and will strive to deliver the best possible service to our clients and support our industry with its development and implementation of BIM.

It is our policy to:

- Provide staff with appropriate training, guidance, and support to enable them to use BIM effectively and efficiently to deliver project requirements.
- Share knowledge and experience with others within our organisation and the industry.
- Work in line with Industry standards (ISO 19650 parts 1 & 2) and maintain industry accreditation.
- Invest in research and development to support and deliver technological innovations to benefit our business, our clients, and the wider industry.

Supporting Procedures

- PR-DP-012 Collaborative Working and Drawing Production
- PR-DP-013 Directory Structure and File Naming
- PR-DP-014 Building Information Management and Digital Engineering Processes

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Signed:

A handwritten signature in blue ink that appears to read 'Alasdair M. Fowler'.

Alasdair Fowler
Chief Executive Officer

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