QHSE Policy

At ELEMENT ENGINEERING LABORATORY., we are committed to delivering excellence while ensuring the highest standards of quality, health, safety, and environmental (QHSE) management. Our goal is to enhance operational efficiency, safeguard our workforce, and minimize environmental impact through sustainable and responsible practices.

Our Commitments:

- *Quality Excellence: We maintain structured processes, rigorous monitoring, and continuous improvement to exceed client expectations and uphold the highest industry standards.*
- *Health & Safety Priority: The well-being of our employees, contractors, and stakeholders is paramount. We implement robust safety protocols, conduct risk assessments, and provide regular training to ensure a secure work environment.*
- *Environmental Responsibility: We integrate sustainable practices, optimize resource utilization, and implement waste reduction measures to minimize our ecological footprint.*
- *Regulatory Compliance: We adhere to all applicable local and international regulations, continuously monitoring evolving standards to ensure full compliance across all operations.*
- *Continuous Improvement: We foster a culture of innovation and proactive enhancement, regularly reviewing performance metrics and incorporating stakeholder feedback to optimize processes.*
- *Risk Management: We identify, assess, and mitigate potential risks to ensure the safety, quality, and sustainability of our operations.*
- *Employee Training & Development: We invest in comprehensive training programs, equipping our workforce with the skills and knowledge necessary to uphold our high standards.*
- *Transparent Communication: We prioritize open dialogue with stakeholders, fostering trust, collaboration, and shared commitment to QHSE principles.*
- *Sustainable Operations: We implement energy-efficient practices, responsible waste management, and resource conservation strategies to support long-term environmental stewardship.*
- *Proactive Safety Approach: We emphasize hazard identification, regular safety drills, and preventive measures to ensure the protection of all personnel and assets.*

This policy is communicated across all levels of the organization and regularly reviewed for continuous improvement. By adhering to these principles, ELEMENT ENGINEERING LABORATORY.remains dedicated to delivering safe, high-quality, and sustainable solutions while fostering a culture of responsibility and excellence.

Date:

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	QHSE OBJECTIVES	Effective Date: 05 Aug 2026 Document Code: IMS-OTK-F01 Rev No.: 00

Serial No.	Objective	Action to Be Taken	Responsible Team	Target Completion	Measure of Success
1	Ensure material testing meets national & international standards	Follow ISO/ASTM/BS test methods, calibrate equipment, document results	Material Testing Lab Team	Oct 2026	100% valid test reports, zero rejected results by clients
2	Provide accurate and timely soil investigation reports	Complete boreholes on schedule, record SPT/N values, analyze samples promptly	Soil Testing & Field Team	Nov 2026	100% report submission on time, <3% deviation in test repeat
3	Improve client confidence through reliable lab certifications	Maintain ISO 17025 compliance, regular internal audits, staff training	Lab QA/QC & Compliance Team	Oct 2026	0 NCRs during audits, 100% equipment calibration
4	Ensure safe geotechnical fieldwork practices	Use PPE, secure borehole zones, conduct daily safety briefings	Site Geotech Team	Sept 2026	0 safety incidents, 100% compliance with risk assessments
5	Enhance engineering design quality with validated soil & material data	Align test data with structural and geotechnical design requirements	Engineering Consulting Team	Oct 2026	≥95% design accuracy, 0 rework due to test data gaps
6	Digitize lab test records and reports	Implement LIMS, integrate test forms with client portals	IT & Digital Lab Support	Dec 2026	100% digital reports, 30% reduction in paper use
7	Ensure timely delivery of geotechnical recommendations	Coordinate soil results with design engineers, validate soil bearing capacity reports	Geotechnical & Reporting Team	Nov 2026	≥95% reports delivered within timeline, 0 missing logs
8	Maintain safe chemical handling and waste disposal in the lab	Use MSDS sheets, segregate chemical waste, coordinate disposal with approved vendors	Environmental & Lab Safety Team	Sept 2026	0 chemical spills, 100% waste logs maintained
9	Build client trust with transparent consultancy deliverables	Share engineering calculations, offer value-engineering suggestions, document assumptions	Engineering Consultancy Team	Oct 2026	≥90% client satisfaction, 0 disputes on deliverables
10	Ensure continuous staff competency through technical training	Conduct skill gap analysis, organize lab & site workshops, update SOPs regularly	HR & Technical Development Team	Oct 2026	100% trained staff, 0 competency-based errors
11	Improve efficiency in borehole drilling and sampling	Use GPS for marking, automate sample logging, optimize crew assignments	Field Drilling & Logistics Team	Nov 2026	≤2 days/site avg borehole completion, 100% log completeness
12	Enhance structural integrity verification through material testing	Perform compressive strength, tensile, slump, and rebar tests with full documentation	Structural Testing Lab Team	Oct 2026	100% traceable reports, <2% test repeat rate
13	Comply with local authority testing regulations and standards	Submit reports as per ADM/DM/municipal formats, coordinate inspections	Regulatory Compliance & Liaison Team	Oct 2026	100% approval from authority, 0 report rejections
14	Maintain stakeholder satisfaction through project progress updates	Send weekly status reports, highlight delays early, hold review meetings	Project Coordination & Client Liaison Team	Oct 2026	≥90% stakeholder satisfaction, <5% project delays
15	Monitor and reduce internal rework in lab testing	Apply cross-verification, enforce double-checking, log and review errors	Lab QA/QC Team	Sept 2026	<2% rework rate, 100% error logs maintained

Serial No.	Objective	Action to Be Taken	Responsible Team	Target Completion	Measure of Success
16	Improve design delivery timelines for engineering projects	Use BIM tools, set internal design milestones, coordinate with site testing teams	Design & Engineering Team	Nov 2026	≥90% on-time design submittals, <5% design revisions
17	Increase data traceability for all samples and test reports	Use barcode tracking, assign unique lab numbers, digital recordkeeping	Data Management & Lab Admin	Dec 2026	100% sample traceability, 0 lost/mislabelled samples
18	Verify soil bearing capacities before foundation approvals	Perform lab-based moisture, density, CBR and plate load tests as per soil types	Soil Analysis & Geotech Lab Team	Oct 2026	100% reports signed off by geotechnical lead
19	Strengthen internal collaboration between lab, field, and consulting teams	Schedule joint briefings, review common project scopes, centralize communication	Interdisciplinary Team Leads	Oct 2026	100% meeting logs, <2 issues/month due to misalignment
20	Ensure successful project handover to clients	Deliver final report packages, compile approvals, and offer walkthroughs of findings	Project Delivery & QA Team	Nov 2026	100% handover documents submitted, ≥90% client signoff

Prepared By:



Management Representative

Approved By:



Managing Director