# 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.*

***Authorized Signature***
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| | QHSE OBJECTIVES | Effective Date: 05 Aug 2026<br>Document Code: IMS-OTK-F01<br>Rev No.: 00 |
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| 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*