

SELF ASSESSMENT PROCEDURE

1. PURPOSE

The purpose of this procedure is to ensure the appropriate implementation, maintenance, review and improvement of the company's QMS and associated processes by conducting regular self-assessments.

2. PROCEDURE

The company will carry out self-assessments of all Business and QMS processes annually as per a schedule published at the beginning of the year by the Quality Team. Improvement recommendations arising from each internal audit will feed directly into the company quality improvement plan (QIP).

2.1 Quality Team and UL QSU

In liaison with the UL Quality Support Unit (QSU), the Plassey Campus Centre Quality Team selects trained quality auditors and provision dates for an annual audit schedule which is published on the company website and on the company shared drive.

2.2 Internal Audit Preparation

The selected internal auditors agree workload assignment and prepare the relevant documentation for the audit activity. The Quality Team agree the audit date with the relevant line managers and issues communication to the relevant personnel.

2.3 Audit Execution

The audit is carried out as per the agreed schedule. Weaknesses and opportunities for improvement are identified and a draft report is developed to summarise the audit findings.

2.4 Audit Report

The draft audit is submitted to the Deputy Chief Operations Officer and Chief Operating Officer at Plassey Campus Centre for review. Both consult with the Quality Team and agree the final draft. The final report is then published in the division.

2.5 Improvement Actions

Following the audit and receipt of the published audit report, improvement actions are logged in the quality improvement plan (QIP) where the Quality Team monitor implementation on a monthly basis

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3. DOCUMENTATION AND RECORDS

All internal audit records and reports are stored on the company shared drive which is accessible to all personnel.

4. PROCESS VERIFICATION

Evaluation of the Self-Assessment Process effectiveness is carried out using internal and external quality audits. The process is monitored for effectiveness and improvement by taking input from internal and external audits, and staff input at any time.

Revision History

Version	DATE OF ISSUE	DESCRIPTION OF CHANGE	OWNER
1	11 March 2016	Initial Release	John O'Rourke
2	08.12.2022	Procedure reviewed for fitness for purpose, changed reference of GM to Deputy COO	John O'Rourke