

Appendix 5S Policy Statement Manufacturing

Sort-Straighten-Shine-Standardise-Sustain

Innova Design & Build Ltd is committed to promoting sustainable development and continual improvement; we aim high to achieve the following objectives through the 5S process.

- To enhance team spirit.
- To create a culture of continuous improvements
- To improve and sustain quality to all our customers
- To provide and ensure a safe workplace
- To reduce machine breakdowns
- To ensure business continuity
- To improve overall efficiency
- To minimize consumption of operating resources
- To save energy and protect the environment

This policy is deployed through our quality management system that has been established throughout the business, the system is maintained and continually improved through the setting, monitoring and reviewing of our objectives.

Our 5S policy has been established by our top management and is subject to regular management review to guarantee continuing suitability, efficiency and effectiveness. The policy is communicated throughout our organization along with the importance of meeting statutory and regulatory requirements.

Signed:

Hugh Watson

Managing Director

Signature on file

01/02/2018